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A PICTORIAL GUIDE TO AID IN PLANNING BUSINESS AND DISTRUBUTIVE EDUCATION CLASSROOMS AND FACILITIES.

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This guide was developed to aid personnel making plans for business and distributive education classrooms and facilities. The information is arranged by secondary school enrollments ranging from 175 to 3,000 in grades 7-12. Detailed floor plans are included for (1) combination typewriting and business education classrooms, (2) typewriting classrooms, (3) distributive education classroom laboratories, (4) combination bookkeeping and business education classrooms, (5) secretarial practice classrooms, (6) office practice classrooms, (7) auxiliary duplicating rooms, and (8) business department office, supply and storage room. Twenty-one photographs illustrate rooms and facilities. (MM)

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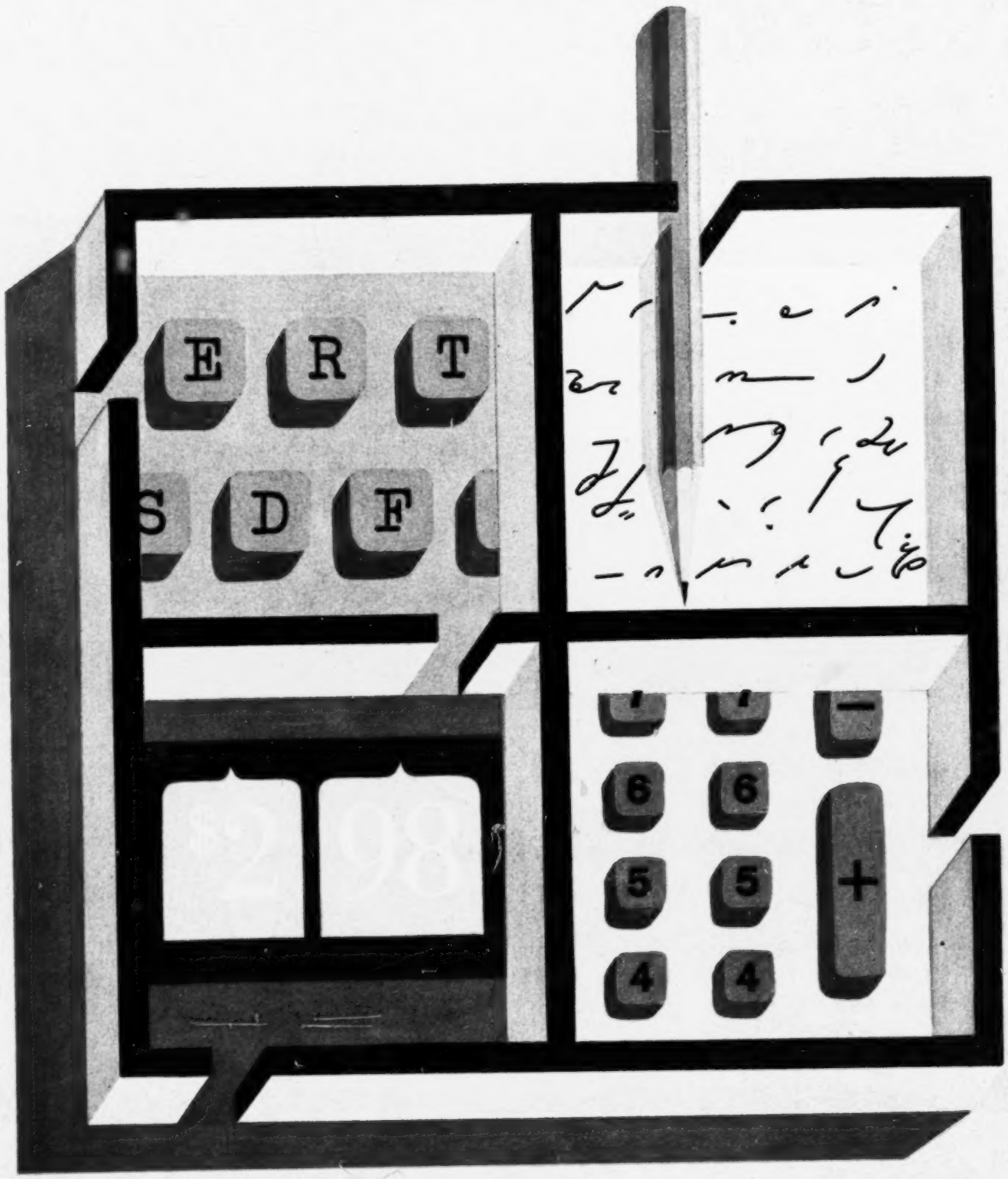
*A Pictorial Guide To Aid in Planning*

# BUSINESS AND DISTRIBUTIVE EDUCATION CLASSROOMS AND FACILITIES

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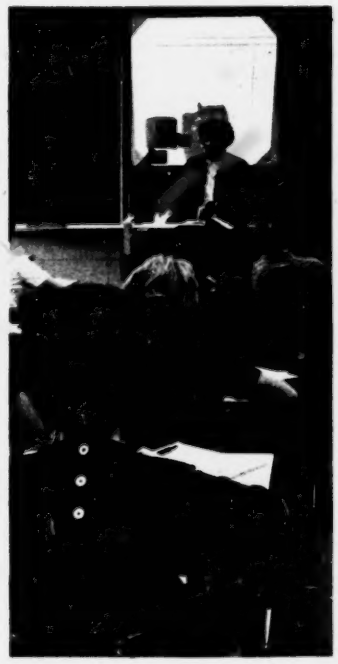
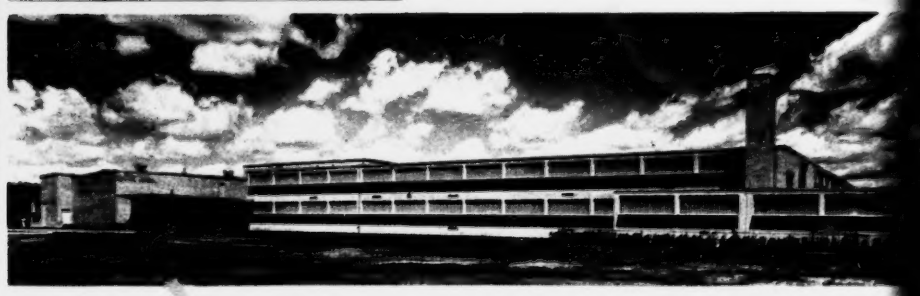
*A Pictorial Guide To Aid in Planning*

# BUSINESS AND DISTRIBUTIVE EDUCATION CLASSROOMS AND FACILITIES





The University of the State of New York

The State Education Department

Bureau of Business and Distributive Education

Albany, N. Y. 12224

Revised 1965

## INTRODUCTION

This pictorial guide was developed as an aid to boards of education, advisory committees, school administrators, architects, and business department chairmen and teachers who are making plans for business and distributive education classrooms and facilities.

The number of business and distributive education classrooms and kinds of equipment depends upon the nature and scope of the business program and curriculums. The information in this guide, therefore, is conveniently arranged by school enrollments. It is suggested that you refer to Contents (page iii), find the school enrollment for which you are planning, and then turn to the indicated page for the information you need to develop detailed plans for business classrooms, equipment, and facilities.

While the enrollment of a school is an important controlling factor in the development of a strong business and distributive education program, other factors also must be considered. The kind of community determines the size and type of the business education program. Because of local conditions, some communities will require much greater provision for business and distributive education than others. For example, the business and distributive education program usually is very important in the following types of communities:

1. Highly industrialized
2. Growing rapidly
3. Located near a large metropolitan area
4. Highly specialized office and store workers in demand
5. Strong school placement service

Other communities of the same size may not need such an extensive business program for the following reasons:

1. Economic status resulting in unusual emphasis on the college preparatory program
2. Declining population
3. Industries moving away
4. Weak school placement service
5. Few employment opportunities

Therefore, it is necessary that many factors be taken into consideration in determining the type and scope of a school's business education program, facilities, and equipment. It is well to bear in mind also that the present mobility of labor, modern transportation facilities, and the trend toward the decentralization of industry are changing the employment opportunities in communities which until recently have been considered rural.

It is important to note that before any of the suggestions in this guide are translated into preliminary plans, the Division of Educational Facilities Planning in the State Education Department, Albany, N.Y., should be consulted. The staff of that Division, as well as the staff of the Bureau of Business and Distributive Education, will be glad to cooperate with school officers, boards of education, and architects in supplying additional information and assistance.

This guide was developed through the cooperative efforts of the supervisory staff of the Bureau of Business and Distributive Education. Counsel and technical assistance in planning the project and developing the manuscript were given freely by the staffs of the Division of Educational Facilities Planning, and the Bureau of Publications. The State Education Department sincerely appreciates the assistance received from all those who contributed to the successful completion of this pictorial guide.

JOSEPH R. STROBEL
*Assistant Commissioner for Instructional Services*
*(Vocational Education)*

JOHN E. WHITCRAFT
*Chief, Bureau of Business and Distributive Education*

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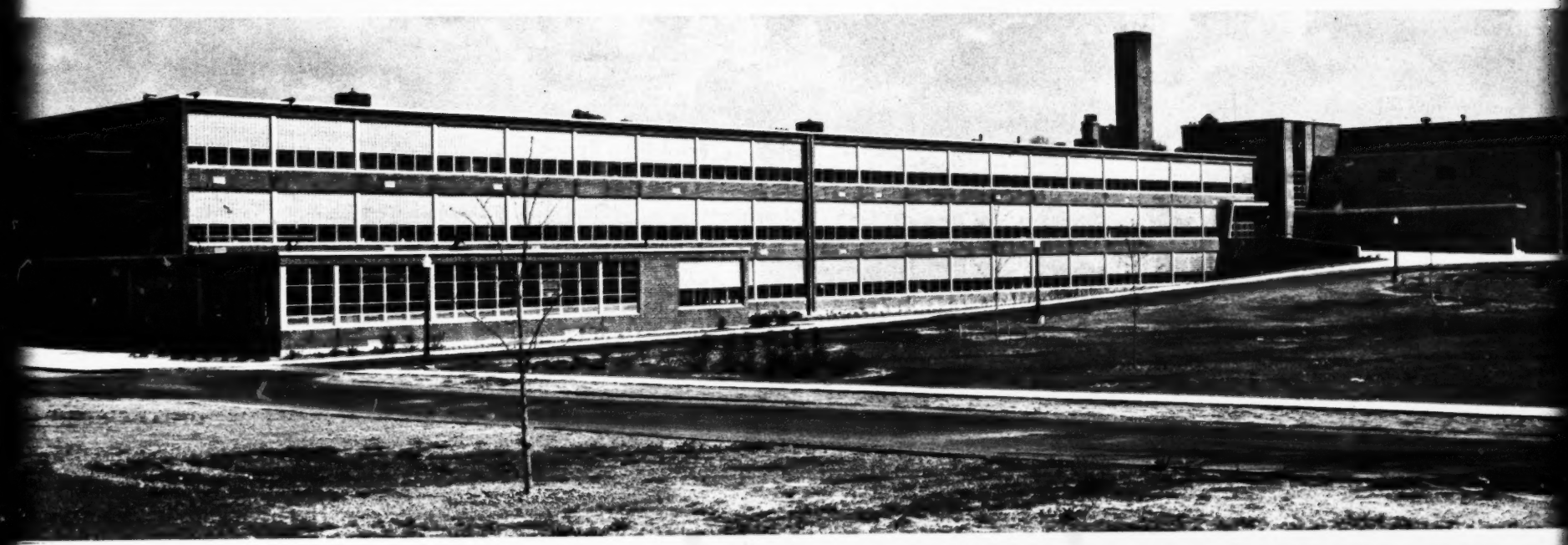
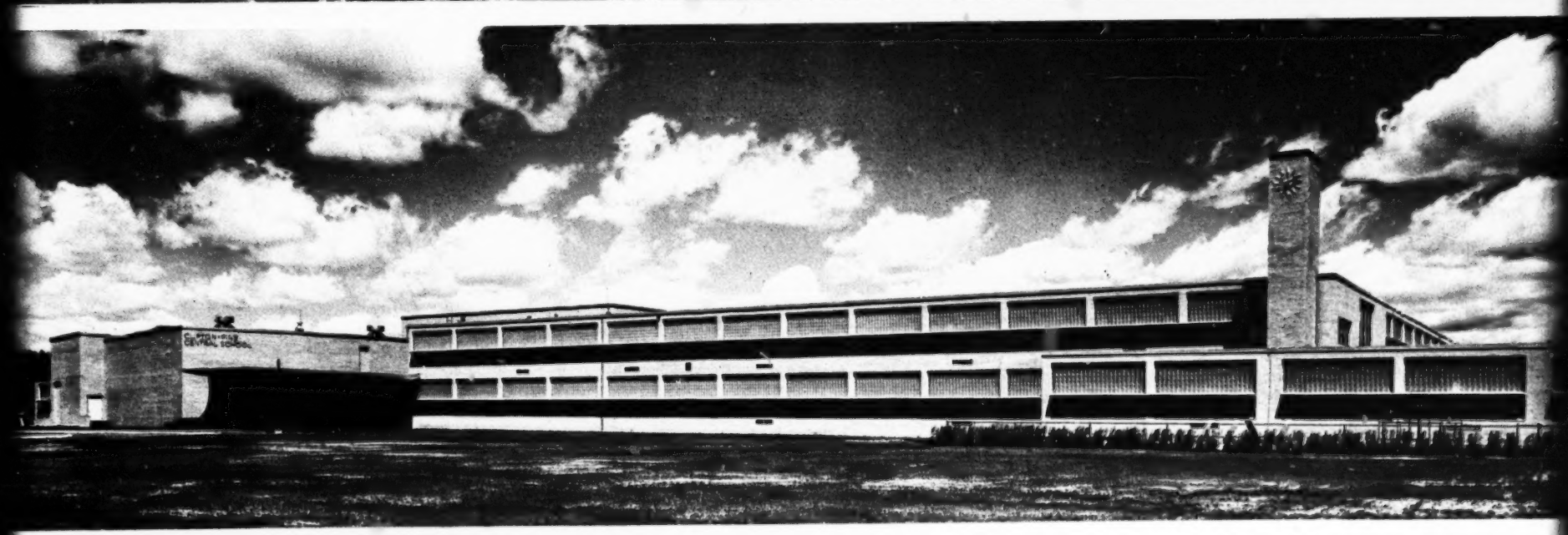
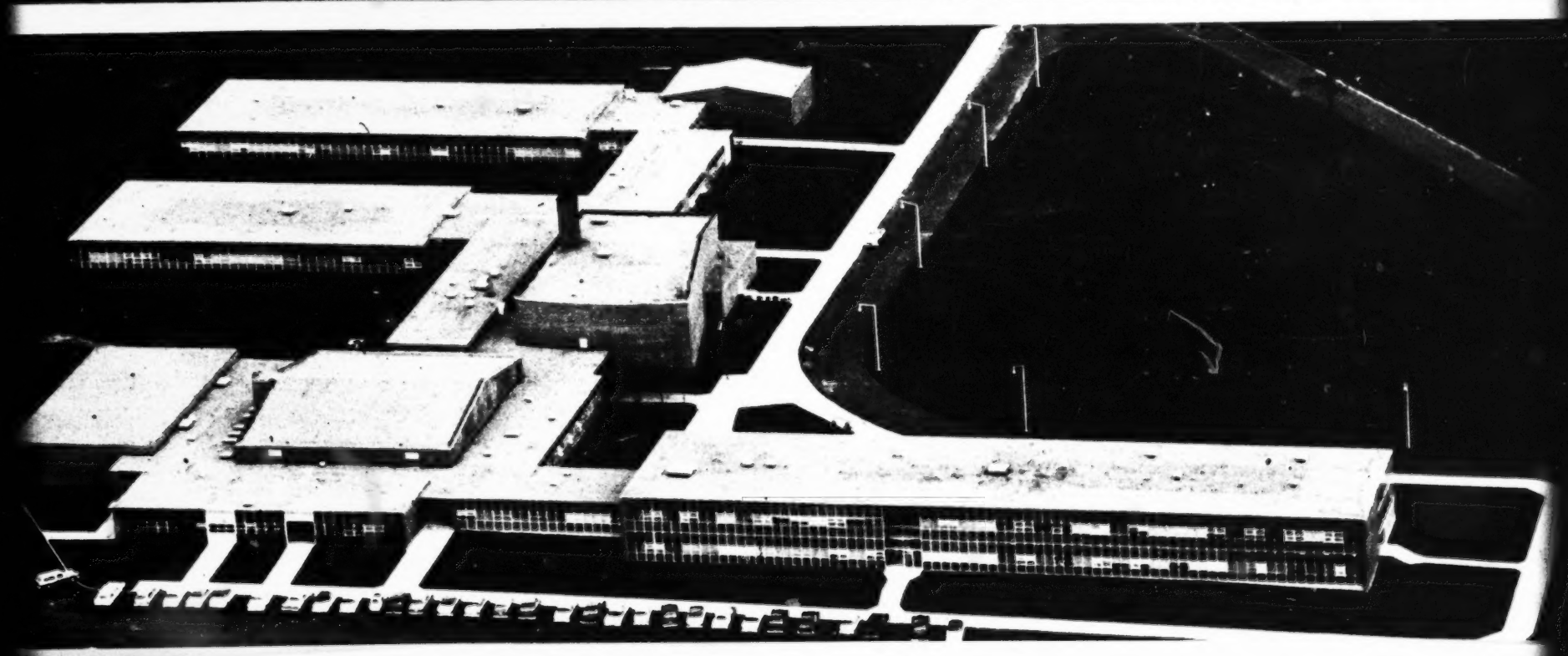
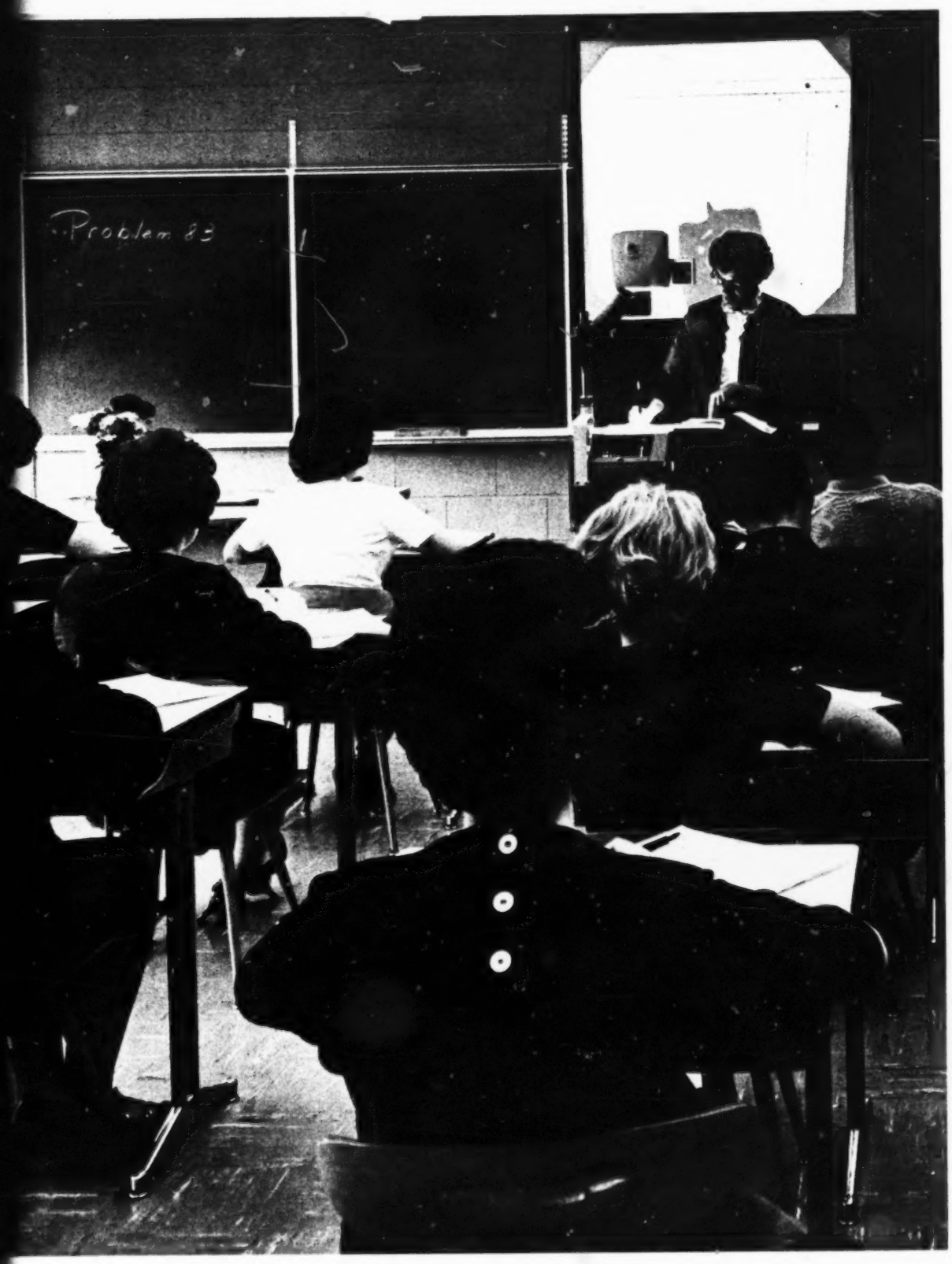
## MODERN SCHOOLS AND MODERN BUSINESS EDUCATION










## MODERN INSTRUCTIONAL EQUIPMENT

The modern business education classroom should be equipped for the use of new instructional techniques.

A Button Dial Switchboard

**MODERN DATA PROCESSING AND COMMUNICATIONS EQUIPMENT**

A Bookkeeping Machine

A Typewriter with Tape-Cutting Attachment

A Key-Operated Card-Punch Machine

A Card Sorter

A Tabulator
(Accounting
Machine)

# PART 1 SUGGESTIONS FOR BUSINESS AND DISTRIBUTIVE EDUCATION PROGRAMS BASED ON SECONDARY SCHOOL ENROLLMENTS

**TOTAL ENROLLMENT**

GRADES 7–12: **175 to 250**
GRADES 9–12: **100 to 150**

**Suggested Business Education Program**

Nonvocational business curriculum plus shorthand 1, shorthand 2 and transcription and/or machine transcription

If a sufficient number of vocational opportunities exist, and if the approval of the Bureau of Business and Distributive Education has been obtained, a special course, 12th-year vocational business practice, may be offered. This course was especially prepared for use in small high schools in communities in which only a few office and store job opportunities are available.

**Suggested Number of Business Teachers**

$1\frac{1}{2}$ to 2.

**Required Number of Special Rooms**

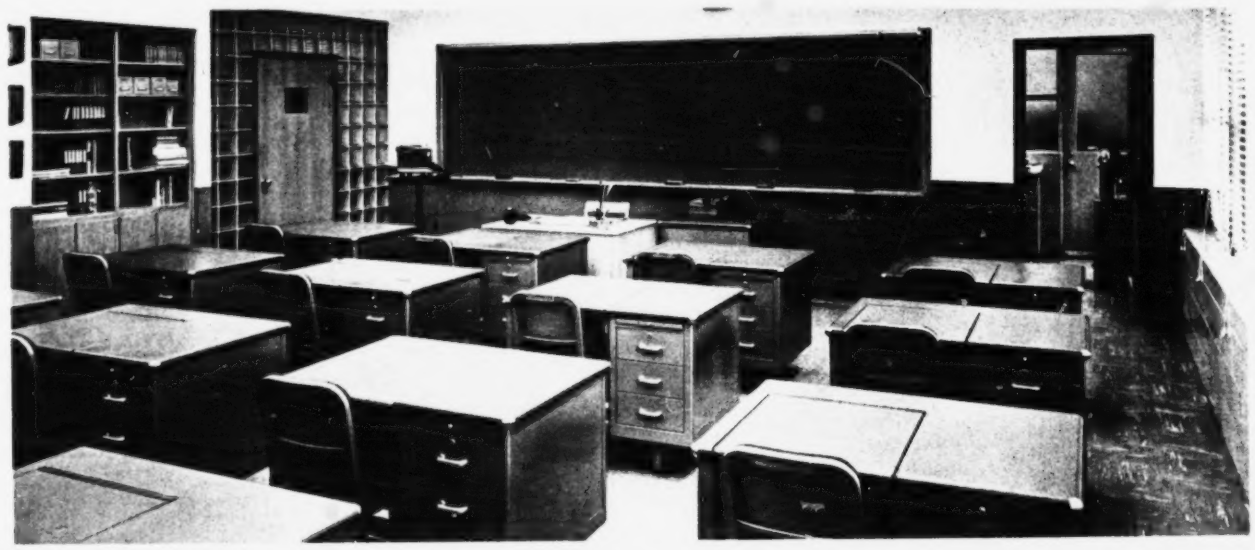
One combination typewriting and business education classroom

See page 32 for detailed floor plan.

It may be necessary to assign a number of business classes not requiring special equipment to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classroom.

**Suggested Facilities and Equipment**

See the secretarial practice
12th-year vocational business practice
bookkeeping
machine transcription
and distribution syllabuses.



This room includes built-in bookcase and storage area.

## COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOMS

In the far corner of this room are a sink, towel cabinet, and soap dispenser.

**TOTAL ENROLLMENT**

GRADES 7–12: **250 to 400**
GRADES 9–12: **150 to 250**

**Suggested Business Education Program**

Nonvocational business curriculum plus shorthand 1, shorthand 2 and transcription, plus secretarial practice and/or machine transcription or bookkeeping 2 or office practice.

**Suggested Number of Business Teachers**

2 to $2\frac{1}{2}$.

**Required Number of Special Rooms**

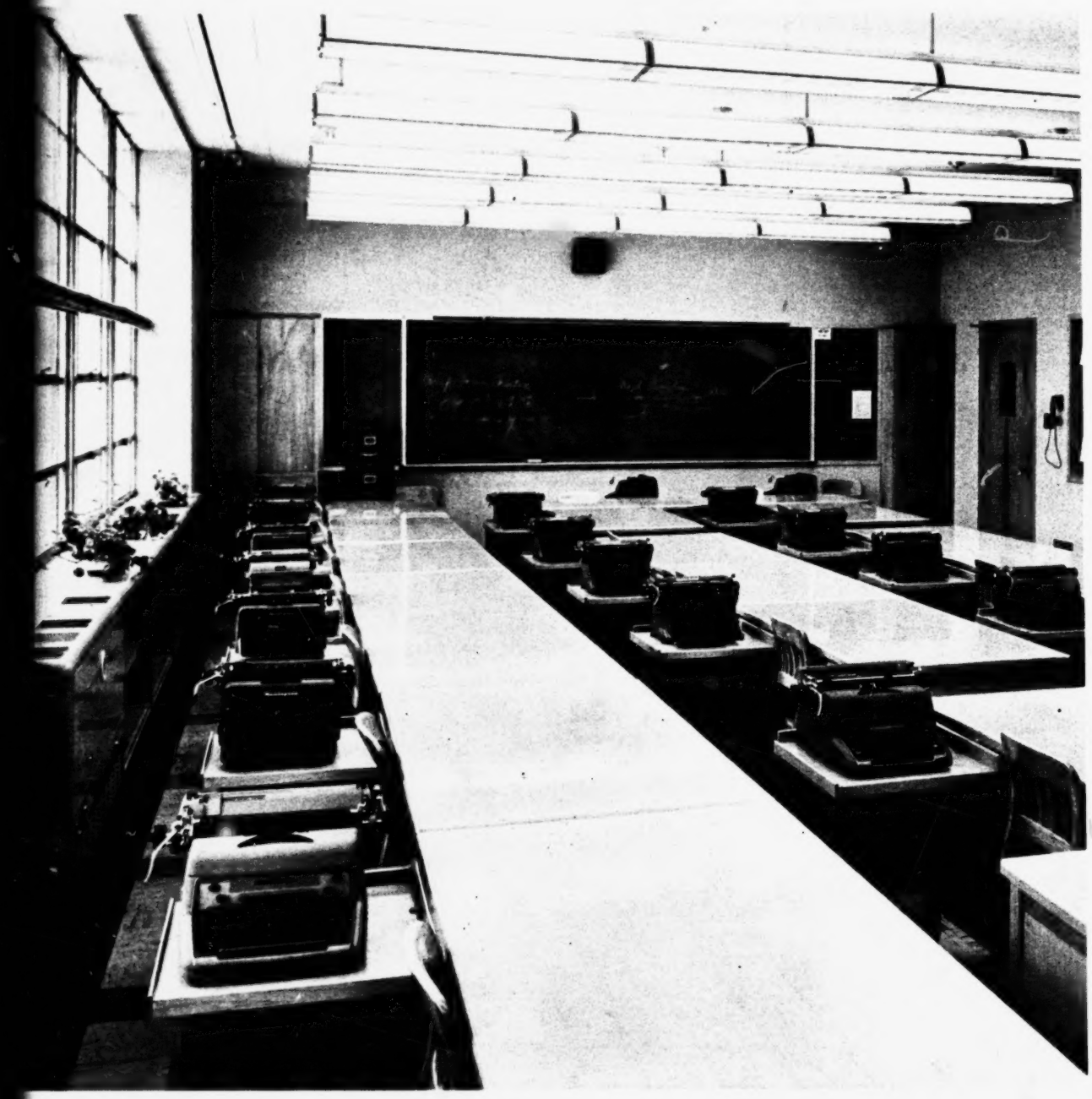
One combination typewriting and business education classroom

See page 33 for detailed floor plan.

Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classroom.

**Suggested Facilities and Equipment**

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.



Observe the shelves
and storage space underneath
the windows in this classroom.

## COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOMS

**TOTAL ENROLLMENT**

GRADES 7–12: **400 to 600**
GRADES 9–12: **250 to 350**

**Suggested Business Education Program**

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Machine Transcription Curriculum
Office Practice I

**Suggested Number of Business Teachers**

2 or 3.

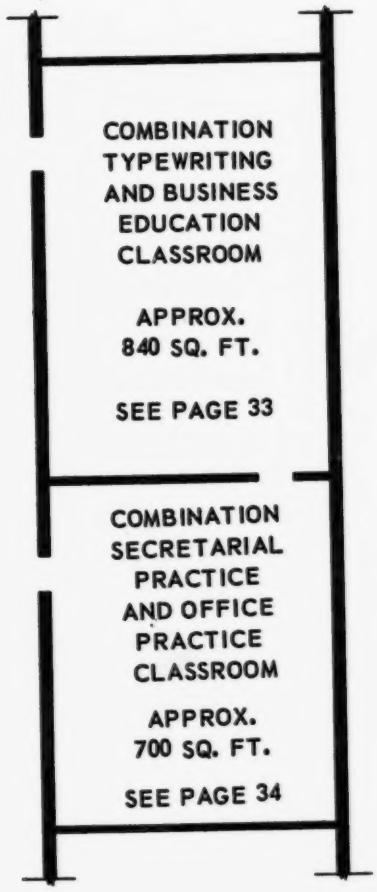
**Required Number of Special Rooms**
(See page 7)

One combination typewriting and business education classroom
One combination secretarial practice and office practice classroom
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

**Suggested Facilities and Equipment**

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

# SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS


COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 33
COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM
APPROX. 700 SQ. FT.
SEE PAGE 34

## COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOMS

Secretarial practice, office practice, and shorthand 2 and transcription are the subjects for which these classrooms are planned.

**TOTAL ENROLLMENT**

GRADES 7–12: **600 to 800**
GRADES 9–12: **350 to 500**

**Suggested Business Education Program**

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

**Suggested Number of Business Teachers**

3 or 4.

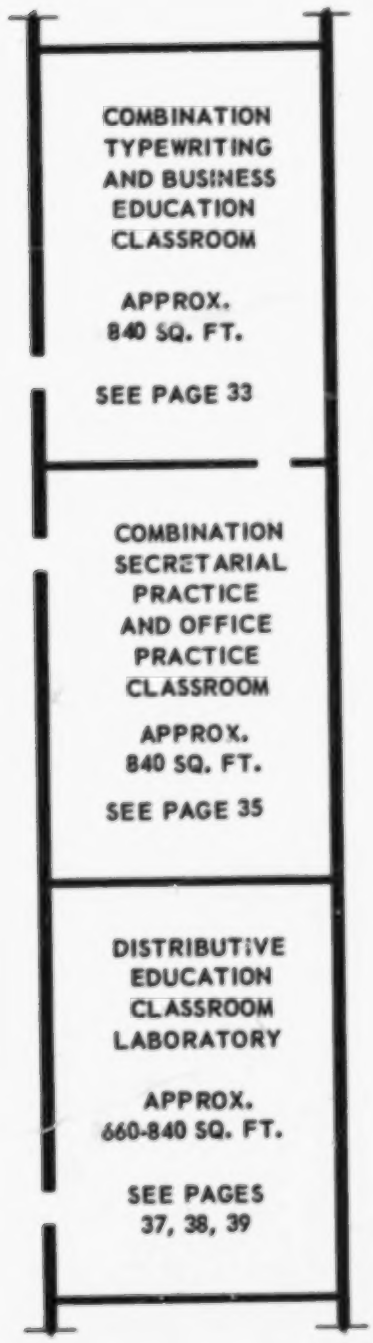
**Required Number of Special Rooms**
(See page 11)

One combination typewriting and business education classroom
One combination secretarial practice and office practice classroom
One distributive education classroom laboratory
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

**Suggested Facilities and Equipment**

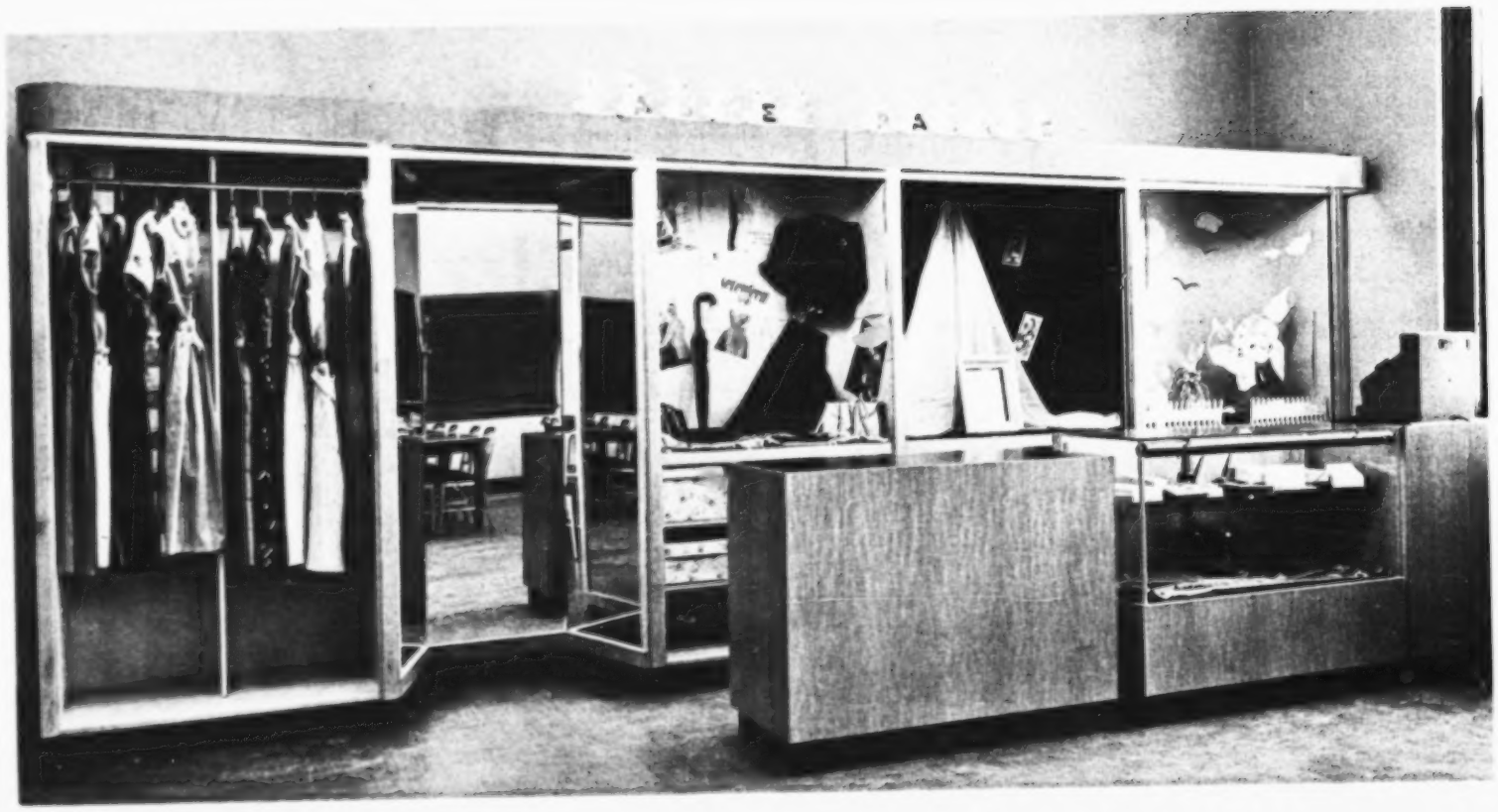
See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

# SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS


COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 33
COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM
APPROX. 840 SQ. FT.
SEE PAGE 35
DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY
APPROX. 660-840 SQ. FT.
SEE PAGES 37, 38, 39

**Note:** Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

## DISTRIBUTIVE EDUCATION LABORATORIES



These laboratories are used for the retailing classes in the regular program and for certain of the adult distributive education classes.

**TOTAL ENROLLMENT**

GRADES 7–12: **800 to 1,250**
GRADES 9–12: **500 to 750**

**Suggested Business Education Program**

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

**Suggested Number of Business Teachers**

3 to 5.

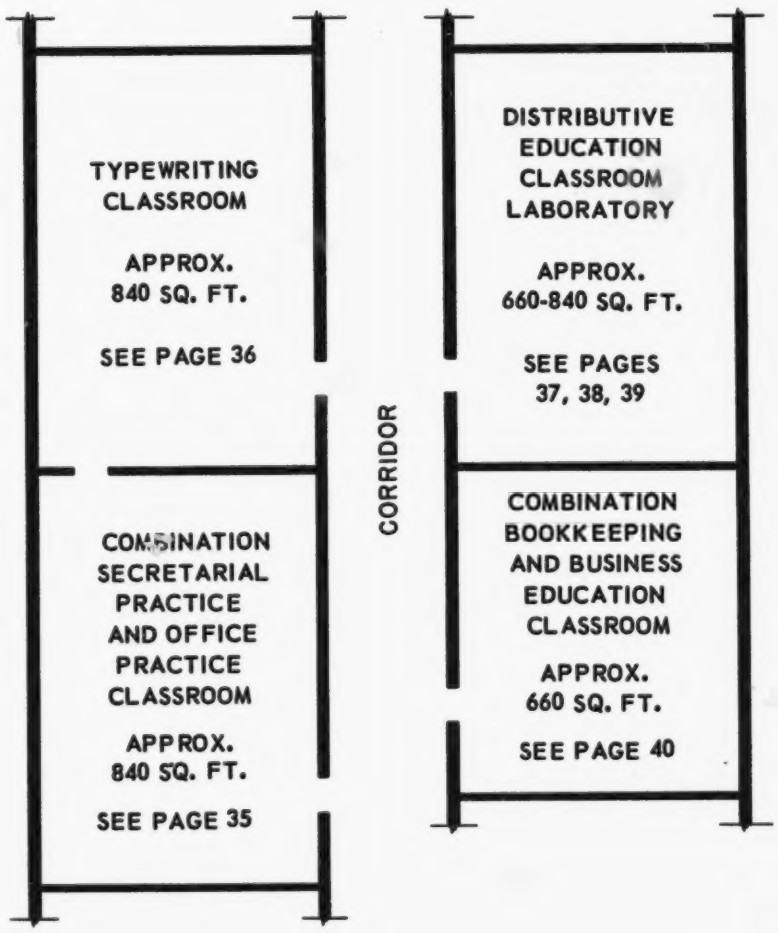
**Required Number of Special Rooms**
(See page 15)

One typewriting classroom
One combination secretarial practice and office practice classroom
One distributive education classroom laboratory
One combination and business education classroom
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

**Suggested Facilities and Equipment**

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

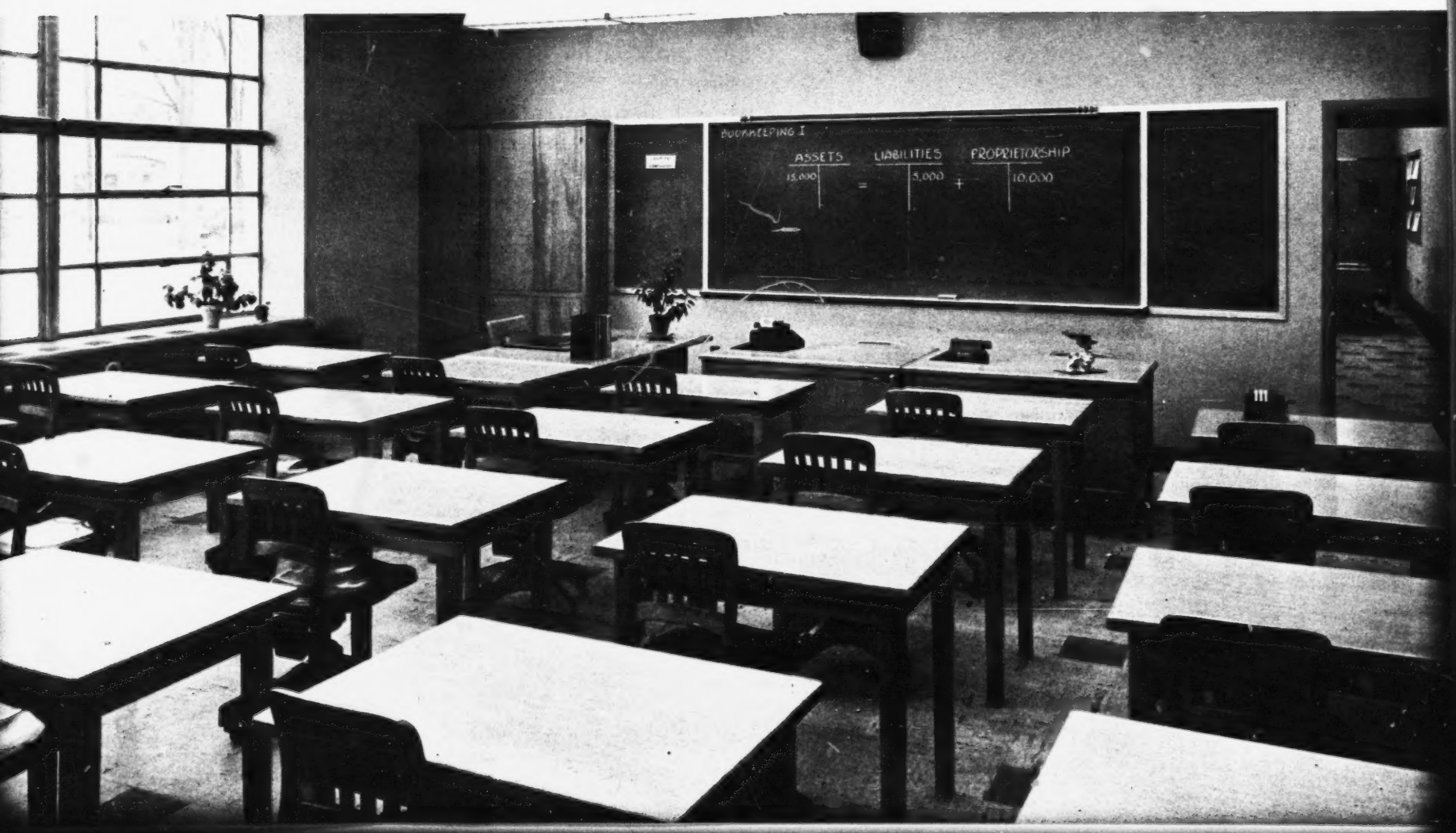
# SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS




Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

## COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOMS

In these classrooms, it is advisable to have desks or tables of a size suitable for bookkeeping instruction (recommended top surface of not less than 30" x 22").



**TOTAL ENROLLMENT**

GRADES 7–12: **1,250 to 1,650**
GRADES 9–12: **750 to 1,000**

**Suggested Business Education Program**

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

**Suggested Number of Business Teachers**

4 to 6.

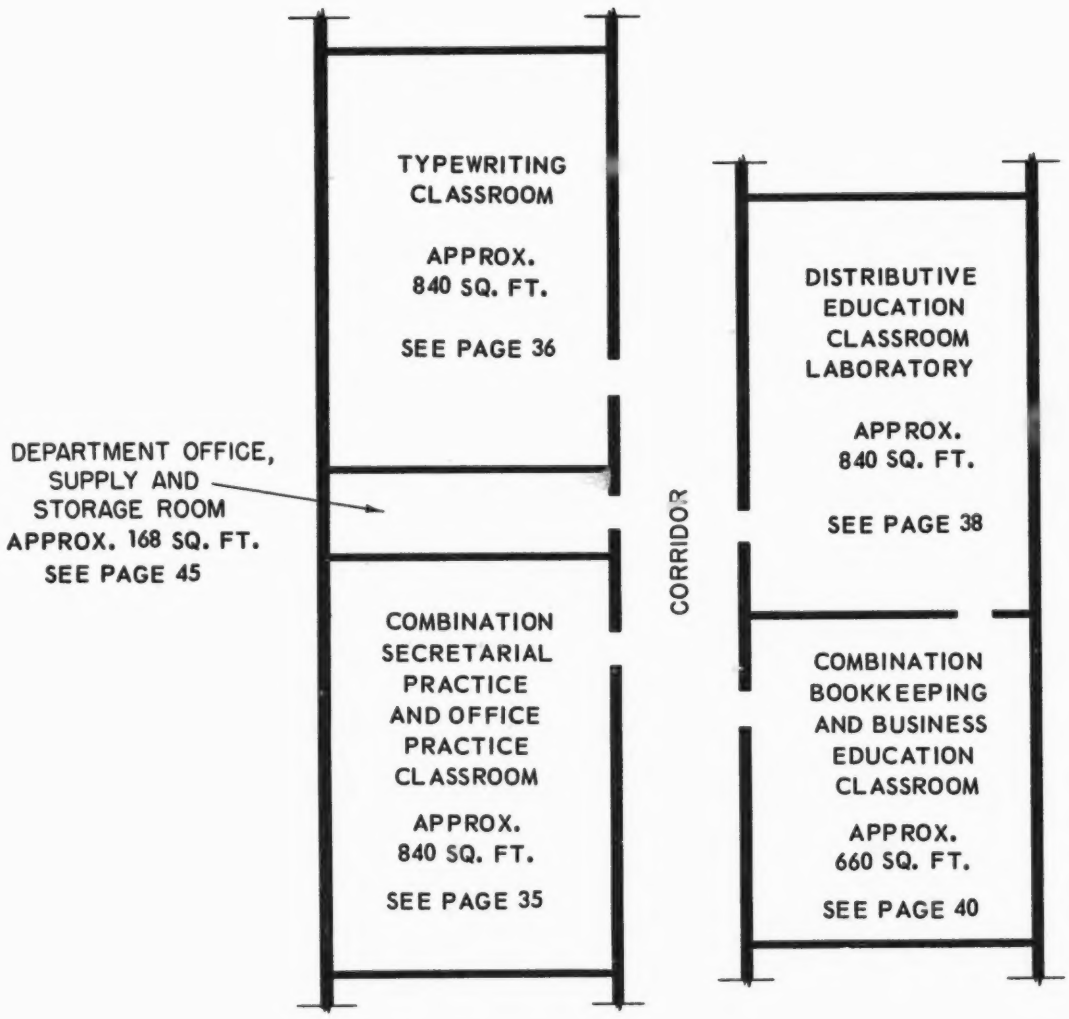
**Required Number of Special Rooms**
(See page 19)

One typewriting classroom
One combination secretarial practice and office practice classroom
One distributive education classroom laboratory
One combination bookkeeping and business education classroom
Business department office, supply and storage room
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

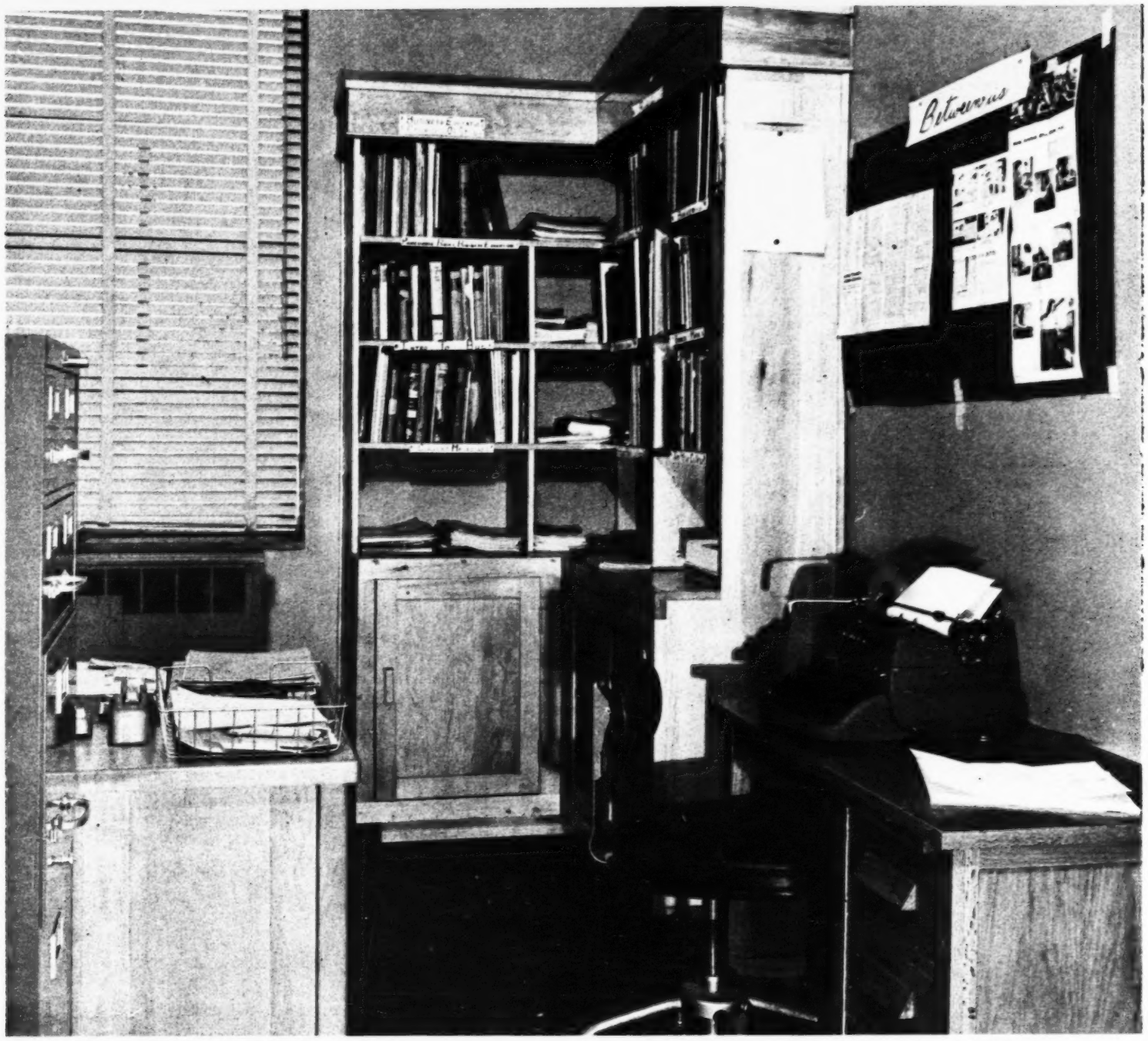
**Suggested Facilities and Equipment**

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

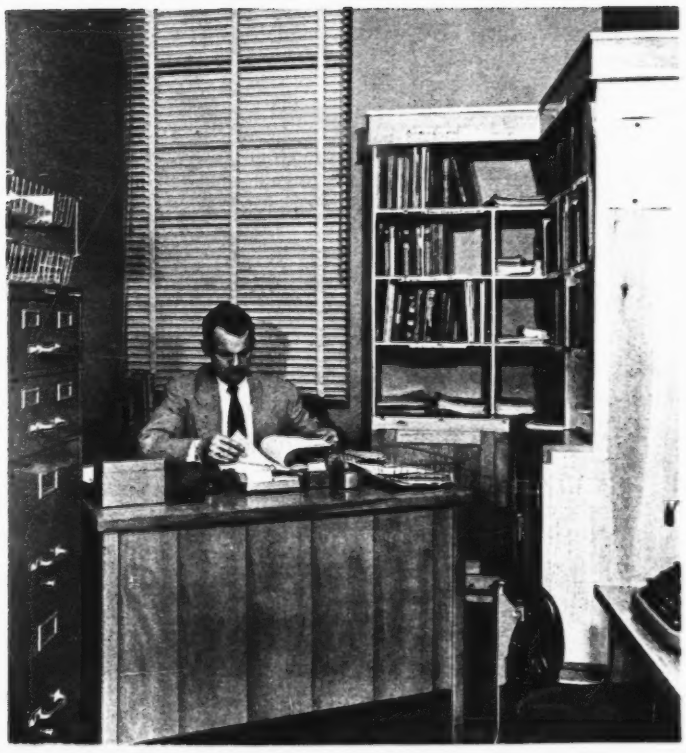
# SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS




Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

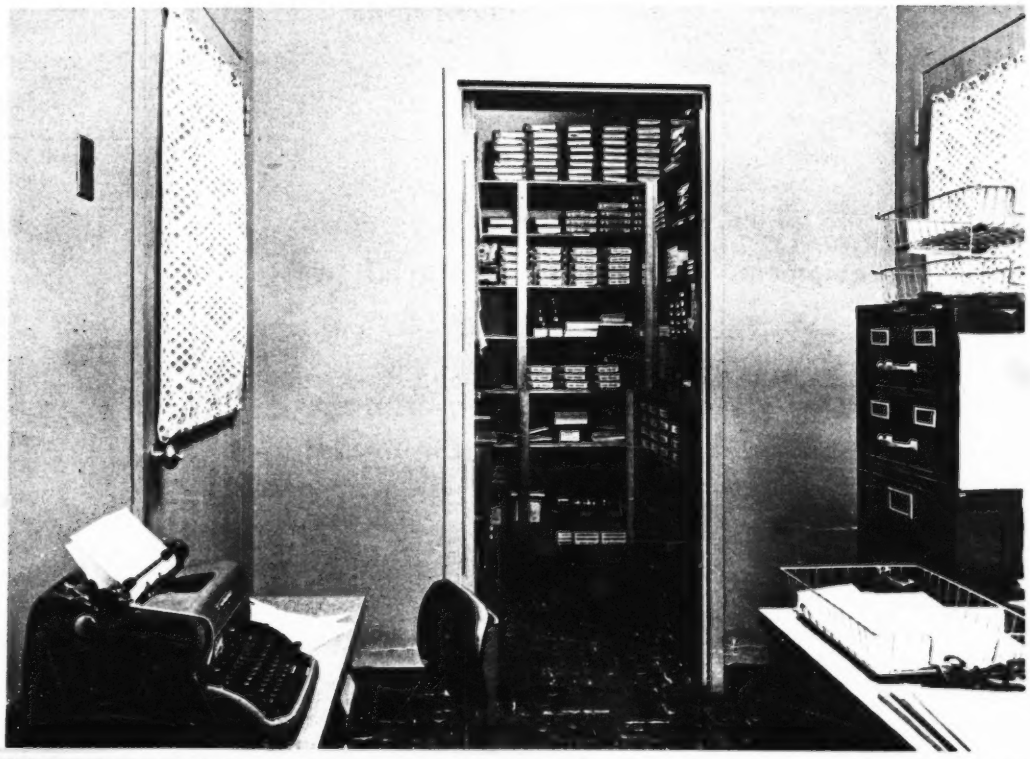


**BUSINESS DEPARTMENT OFFICES,**



These rooms should be equipped with an outside telephone if possible. Easy contact is thus maintained between the business teachers and the local businessmen.

**SUPPLY AND STORAGE ROOMS**



**TOTAL ENROLLMENT**

GRADES 7–12: **1,650 to 2,000**
GRADES 9–12: **1,000 to 1,250**

**Suggested Business Education Program**

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

**Suggested Number of Business Teachers**

4 to 7.

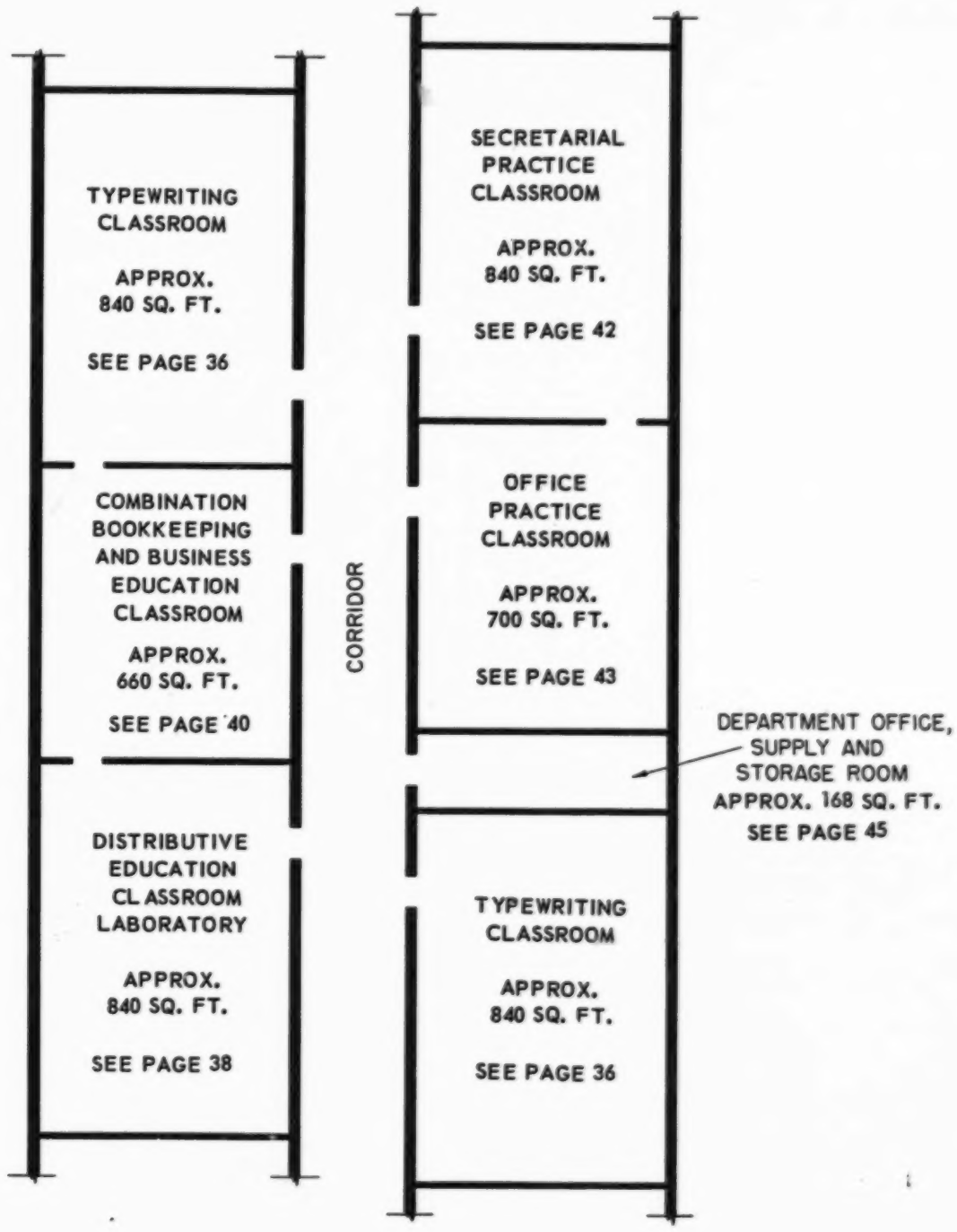
**Required Number of Special Rooms**
(See page 23)

Two typewriting classrooms
One secretarial practice classroom
One office practice classroom
One distributive education classroom laboratory
One combination bookkeeping and business education classroom
Business department office, supply and storage room
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

**Suggested Facilities and Equipment**

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

# SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS




**Note:** Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

**TOTAL ENROLLMENT**

GRADES 7–12: **2,000 to 3,000**
GRADES 9–12: **1,250 to 2,000**

**Suggested Business Education Program**

Nonvocational Business Curriculum
Vocational Stenographic Curriculum
Vocational Bookkeeping Curriculum
Vocational Office Practice Curriculum
Vocational Machine Transcription Curriculum
Vocational Distributive Education Curriculum
Cooperative Vocational Distributive Education Curriculum
Cooperative Office Skills Curriculum

**Suggested Number of Business Teachers**

5 to 10.

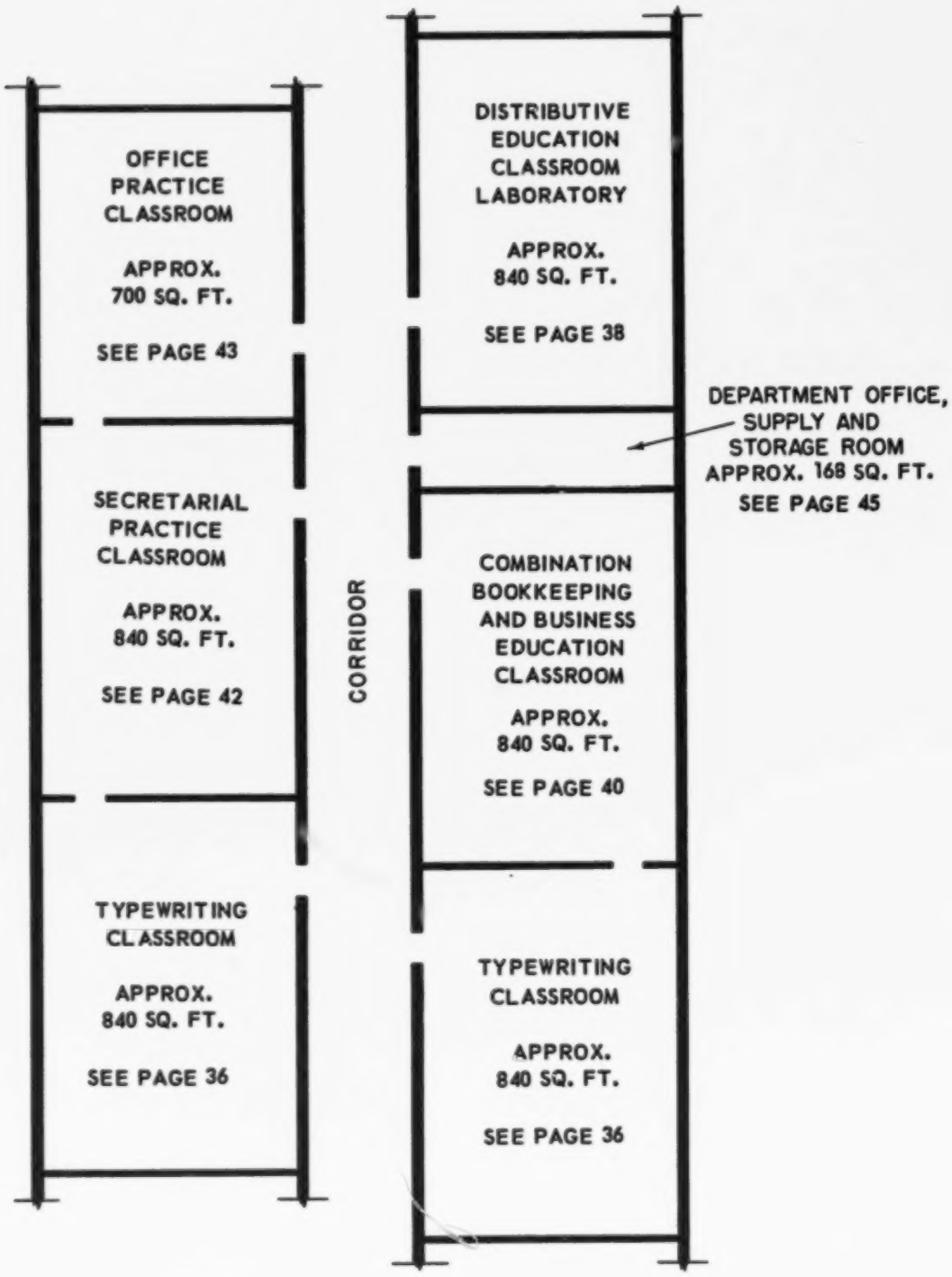
**Required Number of Special Rooms**
(See page 25)

Two typewriting classrooms
One secretarial practice classroom
One office practice classroom
One distributive education classroom laboratory
One combination bookkeeping and business education classroom
Business department office, supply and storage room
Business classes not requiring special equipment may be assigned to standard classrooms. If possible, these classrooms should be adjoining or near the especially equipped business classrooms.

**Suggested Facilities and Equipment**

See the secretarial practice
office practice
bookkeeping
machine transcription
and distribution syllabuses.

# SUGGESTED ROOM ARRANGEMENT AND SPACE REQUIREMENTS




Note: Those schools that plan to provide instruction with several types of automatic data processing equipment should have an additional special classroom for that purpose.

## AUXILIARY DUPLICATING ROOMS

Ample storage space should be provided in such a workroom.

PART 2

# ADULT BUSINESS AND DISTRIBUTIVE EDUCATION FACILITIES

Adequate and comfortable facilities for adults in business and distributive education classes should be provided. Conference rooms which accommodate 15 to 25 adults seated around a table are popular. These conference rooms are used most effectively for teaching subjects such as insurance, small business management, income taxes, investments, business law, consumer education, retail management, and selling.

Courses which are intended to develop special skills should be scheduled for the special rooms provided in the regular program. These would include typewriting, office machines, and bookkeeping rooms and the distributive education classroom laboratory.

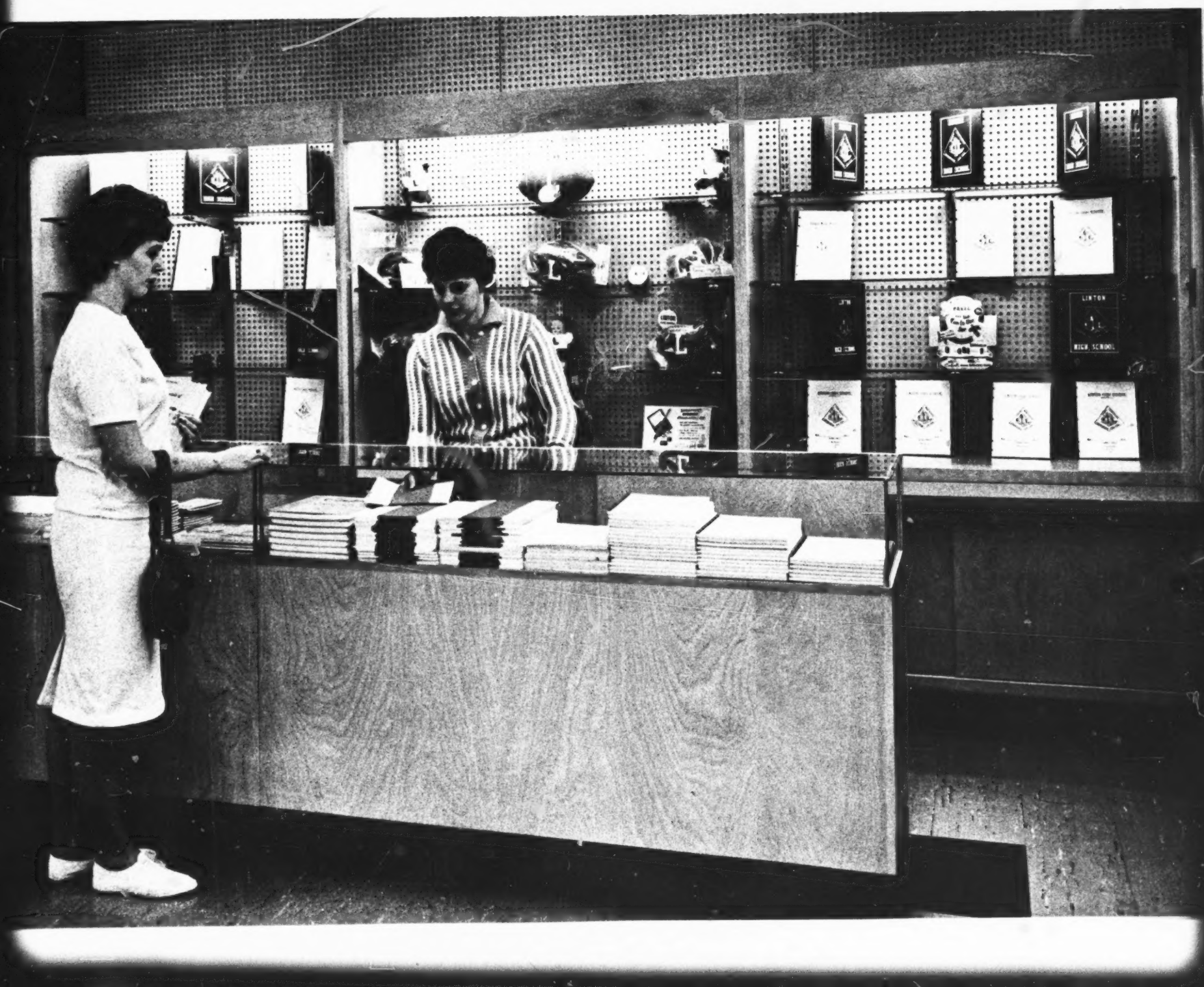
AN ADULT COURSE IN BOOKKEEPING

A SALES MANAGEMENT LEADERSHIP GROUP

A REFRESHER COURSE FOR ADULTS

AN INVESTMENTS COURSE IN A SCHOOL LIBRARY

## SALES DEMONSTRATIONS IN ADULT CLASSES



## PART 3 DETAILED FLOOR PLANS

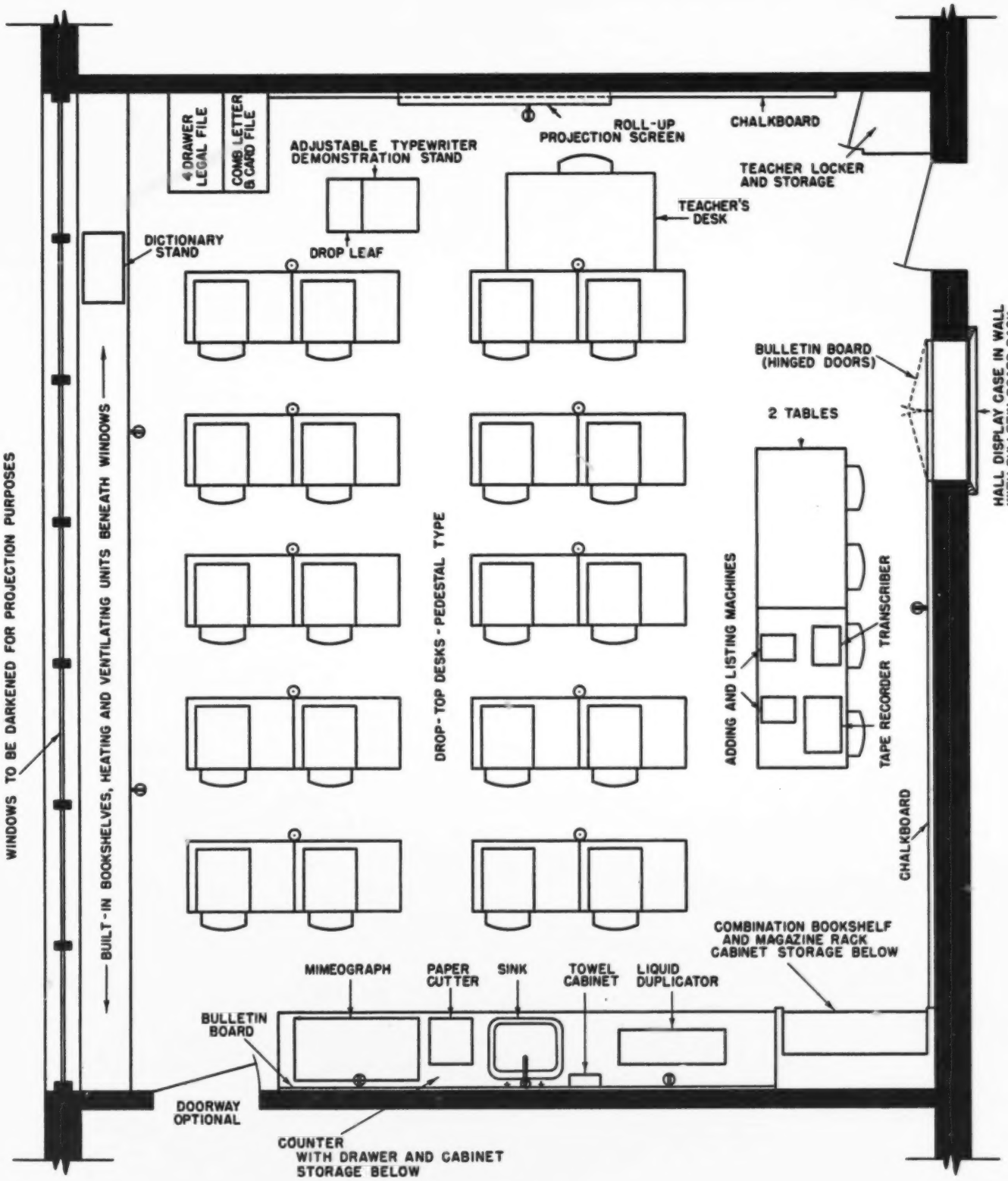
The classroom floor plans on the following pages were designed to include many special features. Although a school officer or architect may be interested only in certain classrooms, he may find it helpful to study all of the floor plans. In this way, he may discover valuable features which do not appear in the room plans with which he is primarily concerned.

Some of these special features are:

1. Corridor display cases with bulletin-board backs in the classroom
2. Combination bookshelves, magazine racks, and storage cabinets
3. Built-in bookshelves beneath windows
4. Sinks, mirrors, and towel cabinets
5. Counters with drawers and storage cabinets underneath
6. Roll-up projection screens
7. Projector stand
8. Shades, drapes, or venetian blinds for projection purposes
9. Corridor display windows in the distributive education classroom laboratories
10. An auxiliary duplicating room for schools in which the equipment is used jointly by the business and other departments
11. Sufficient electrical outlets to care for the anticipated increase in the use of electrically operated office equipment

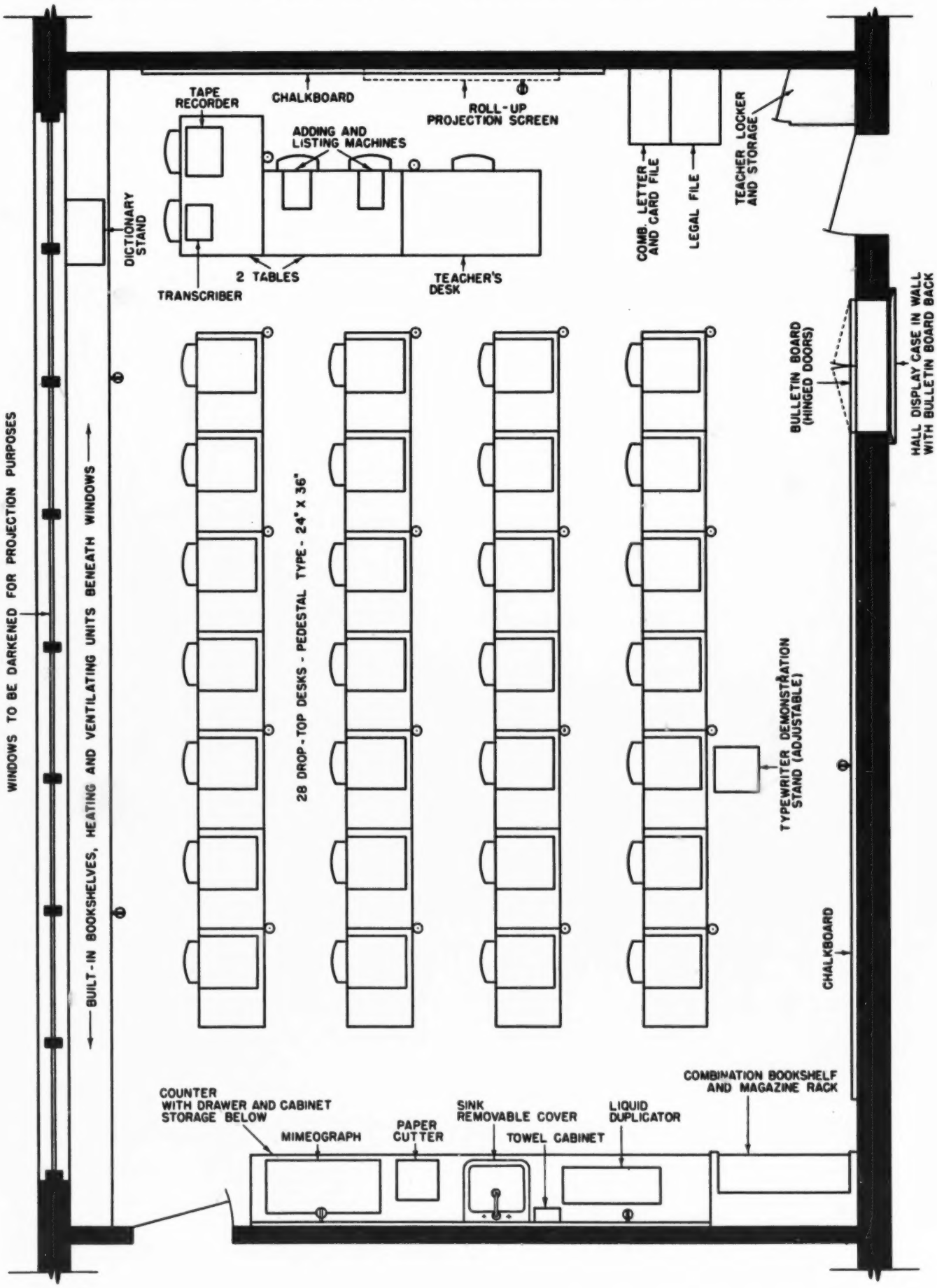
He will, of course, wish to consider such general features as lighting, color harmony, and especially the acoustical treatment of the typewriting and office machines classrooms.

# COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOM

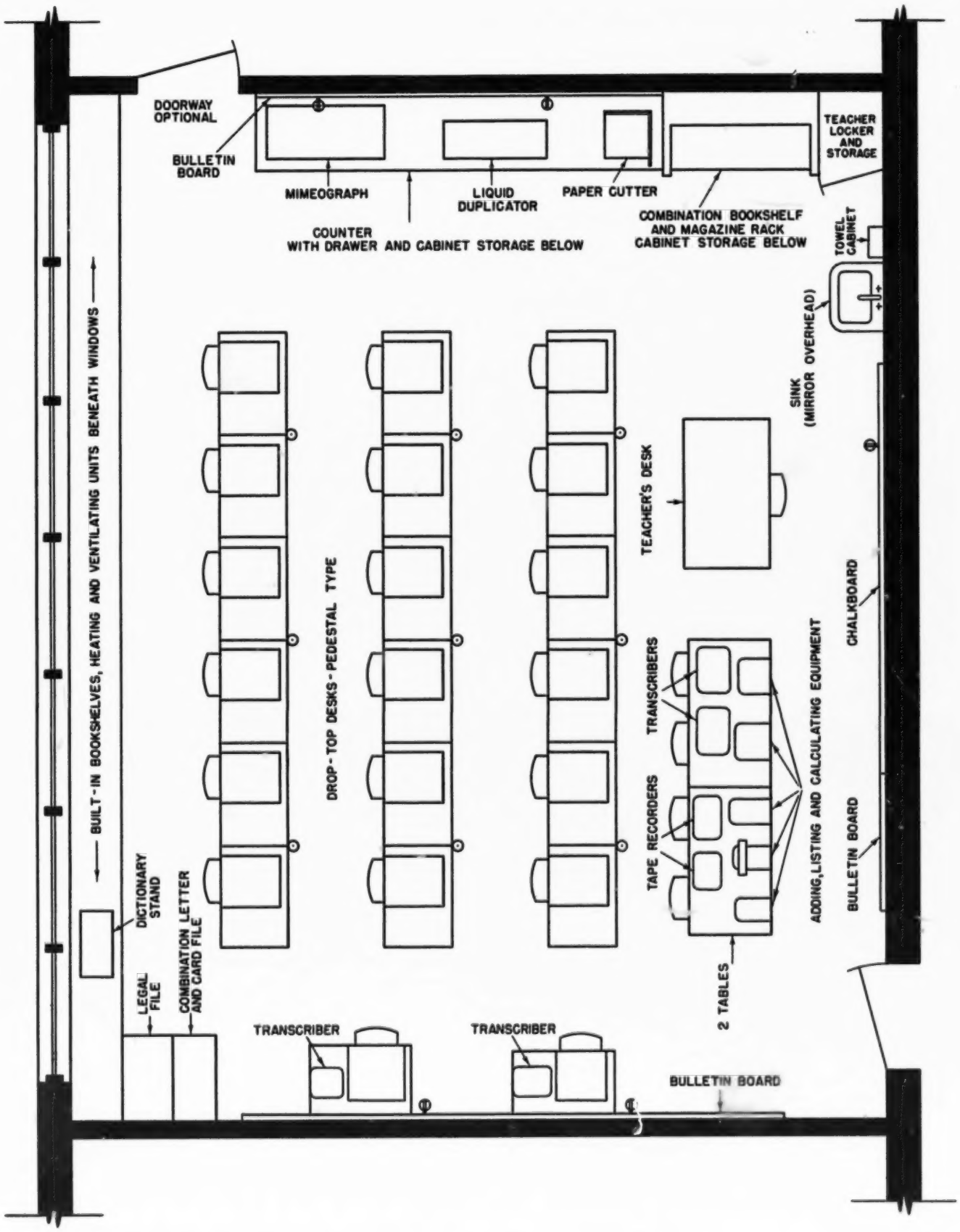



NOTE: ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.

# COMBINATION TYPEWRITING AND BUSINESS EDUCATION CLASSROOM



# COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM

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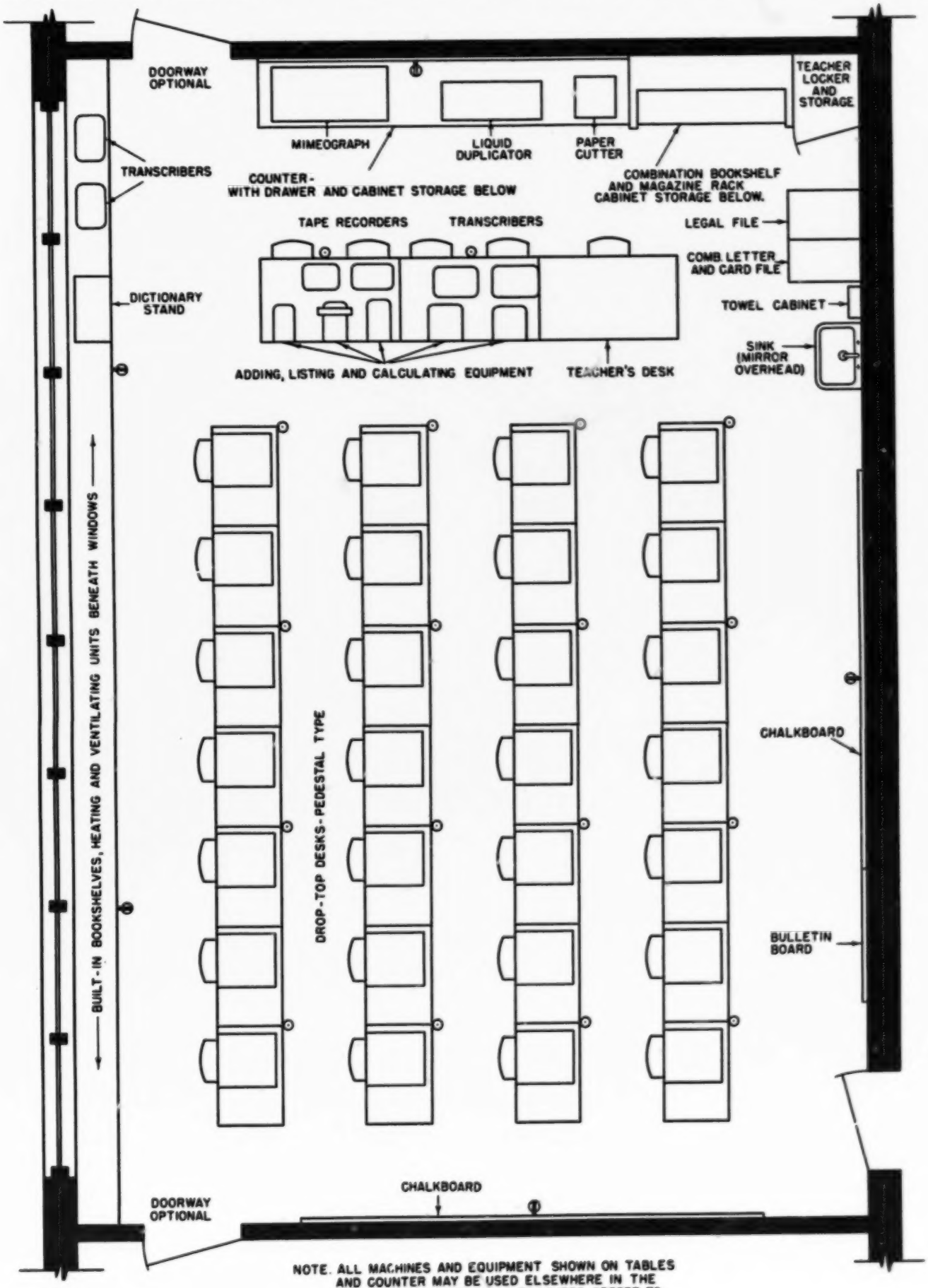
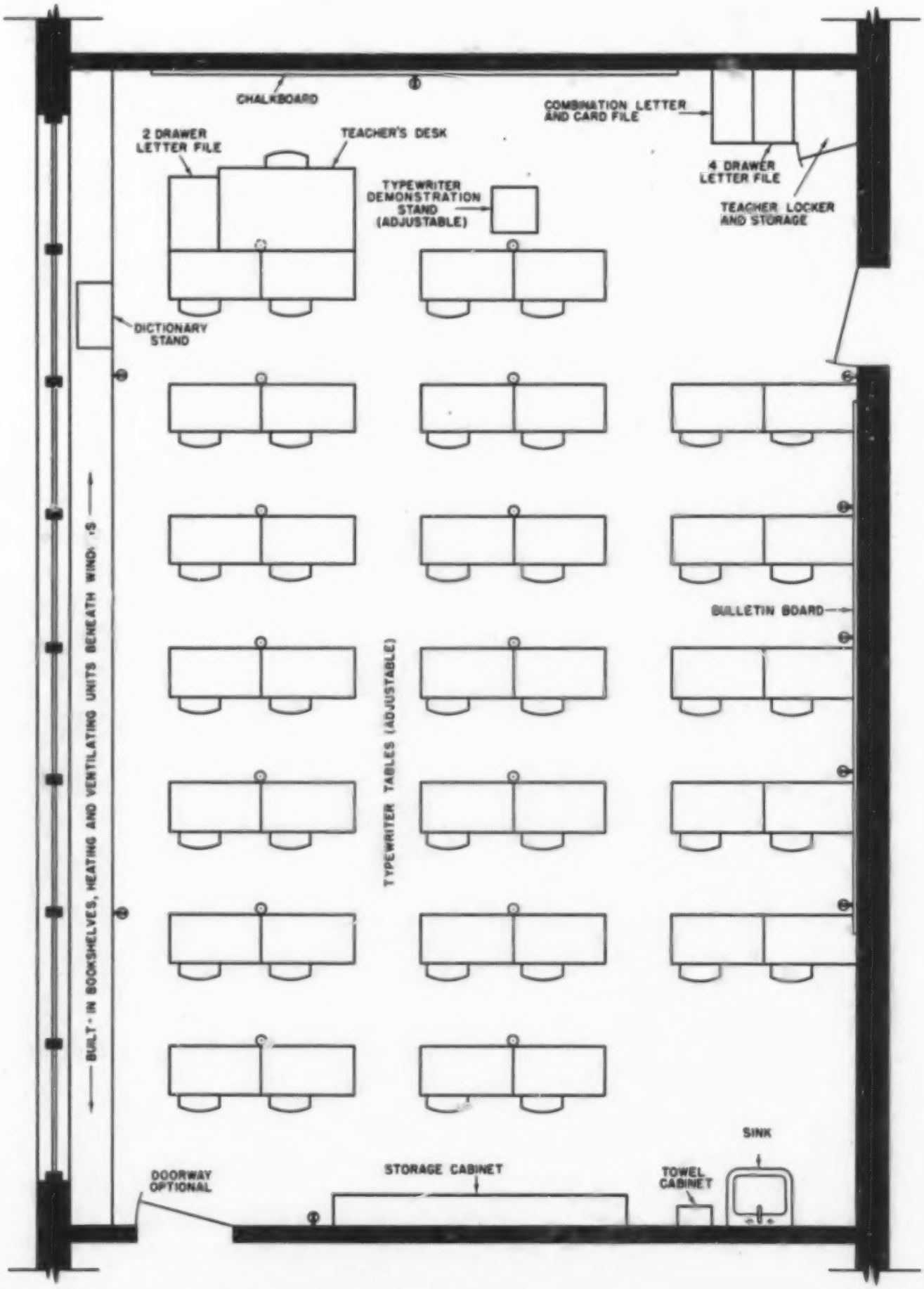
## COMBINATION SECRETARIAL PRACTICE AND OFFICE PRACTICE CLASSROOM

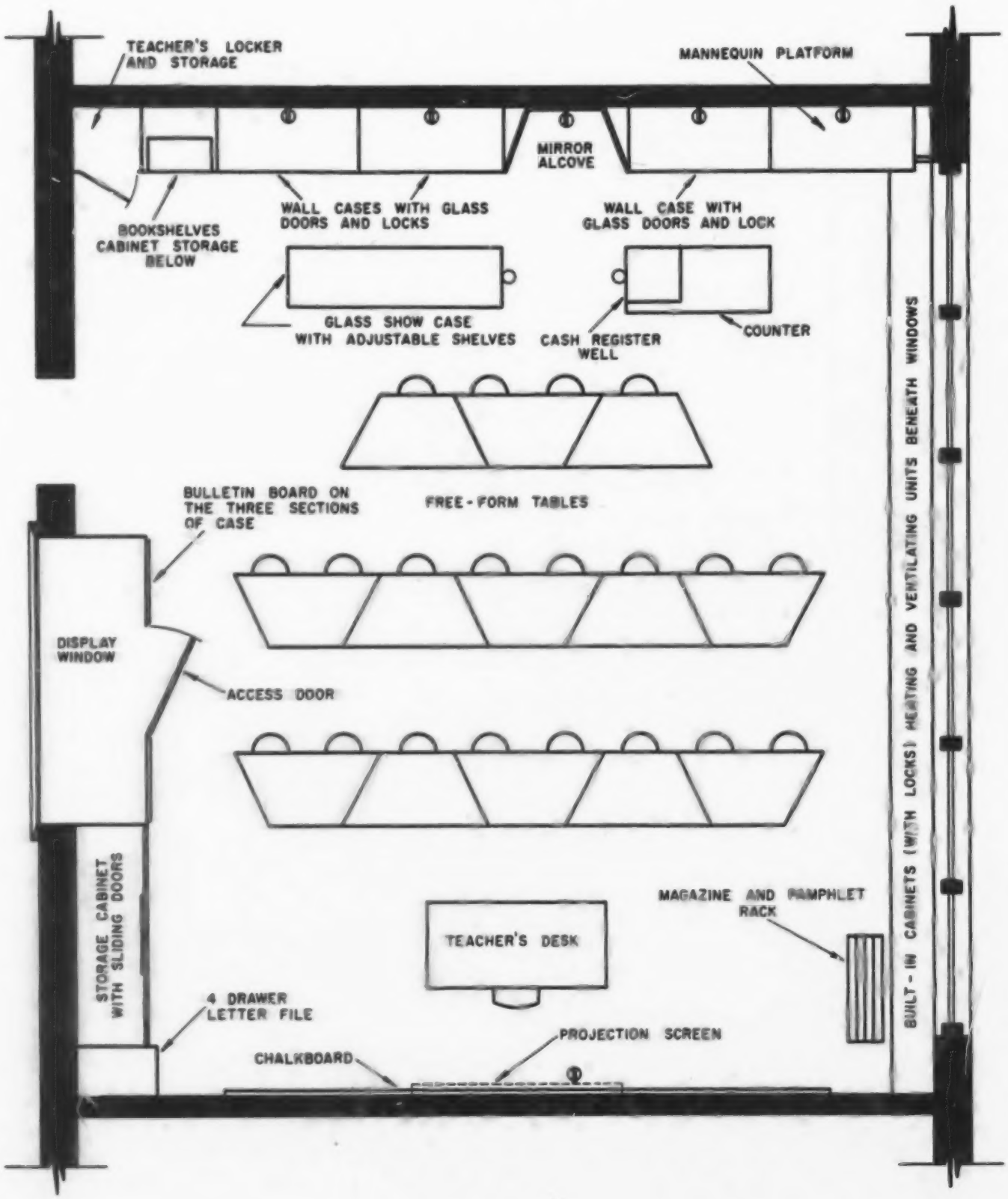



NOTE. ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED. MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS

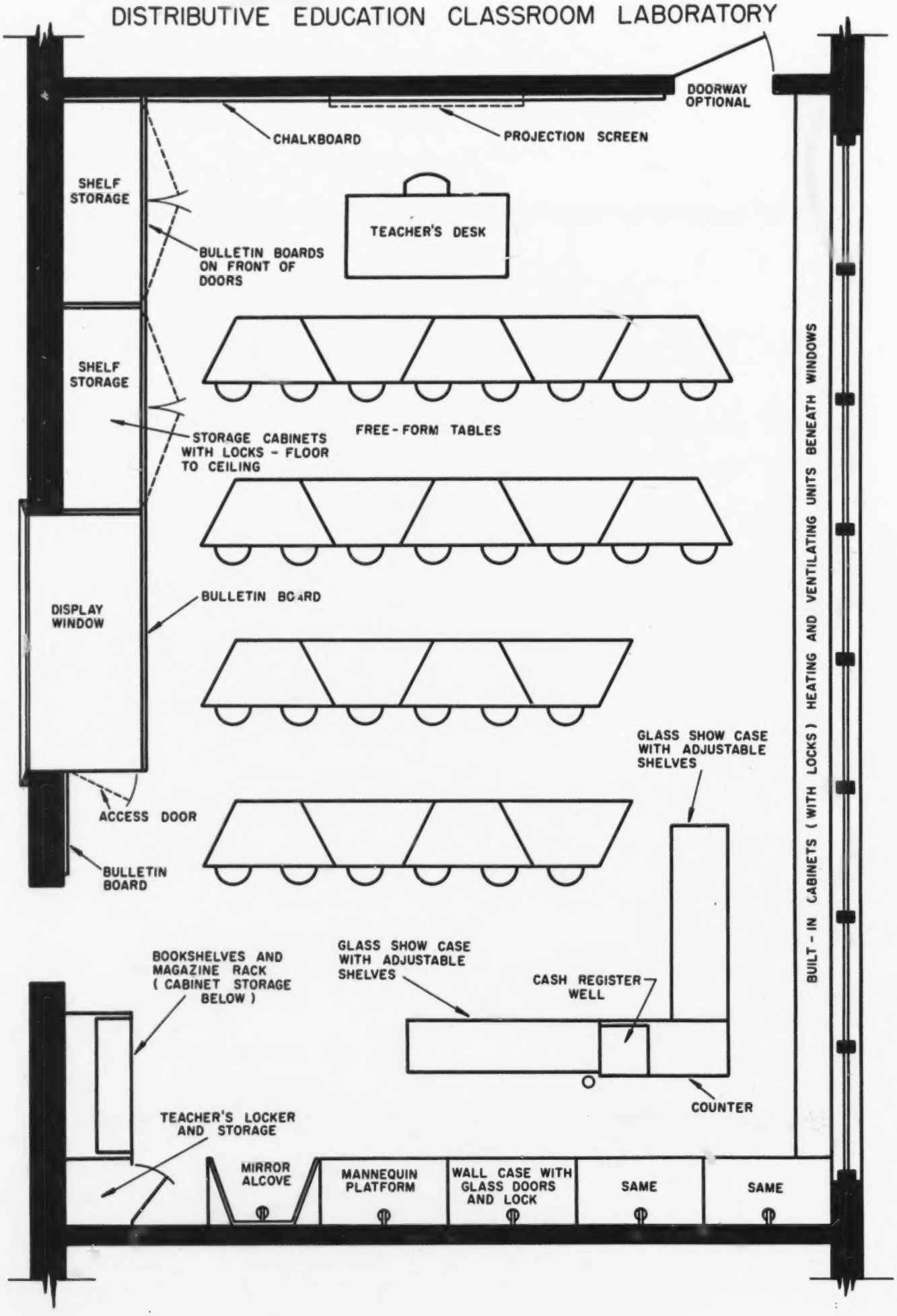
# TYPEWRITING CLASSROOM



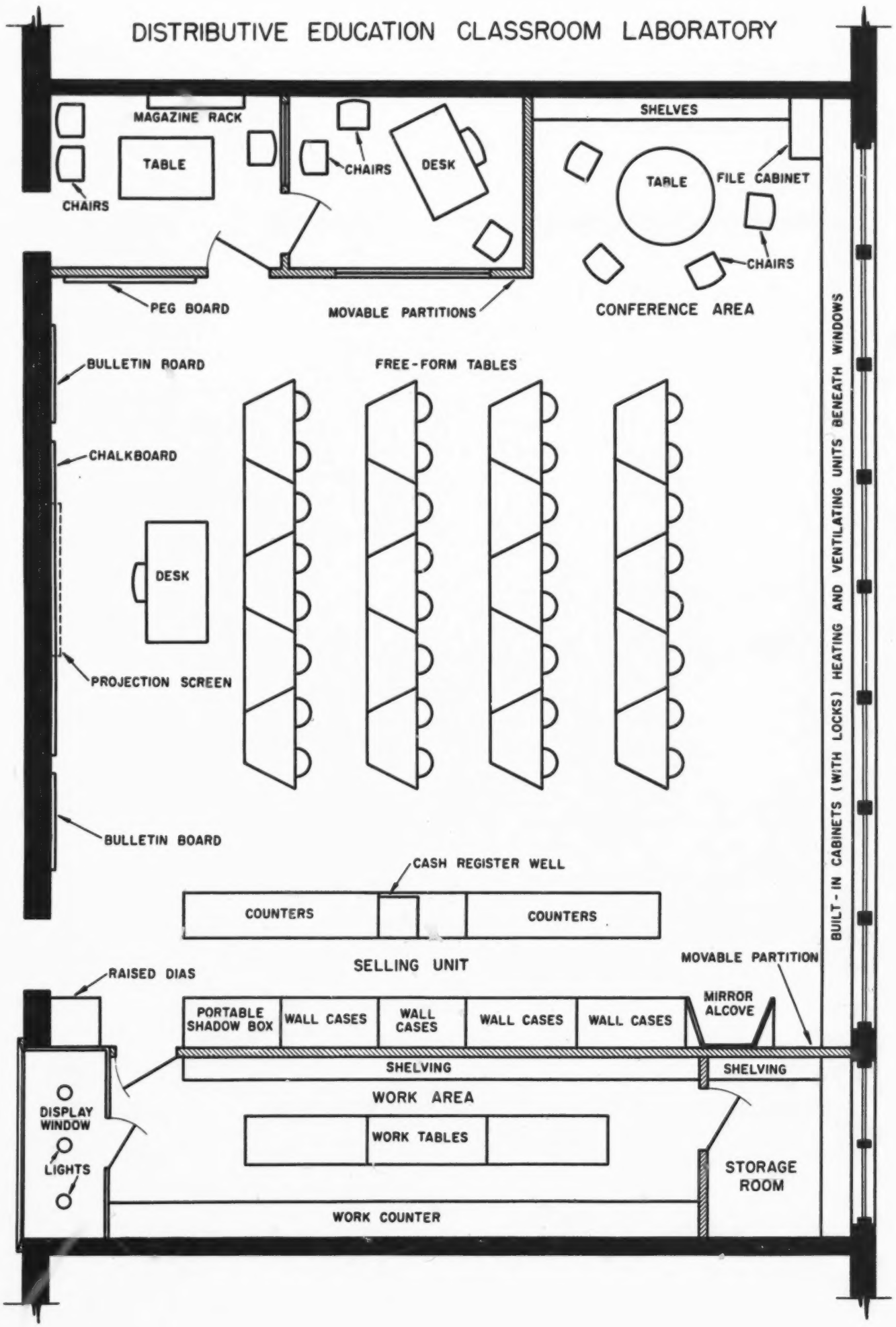
# DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY



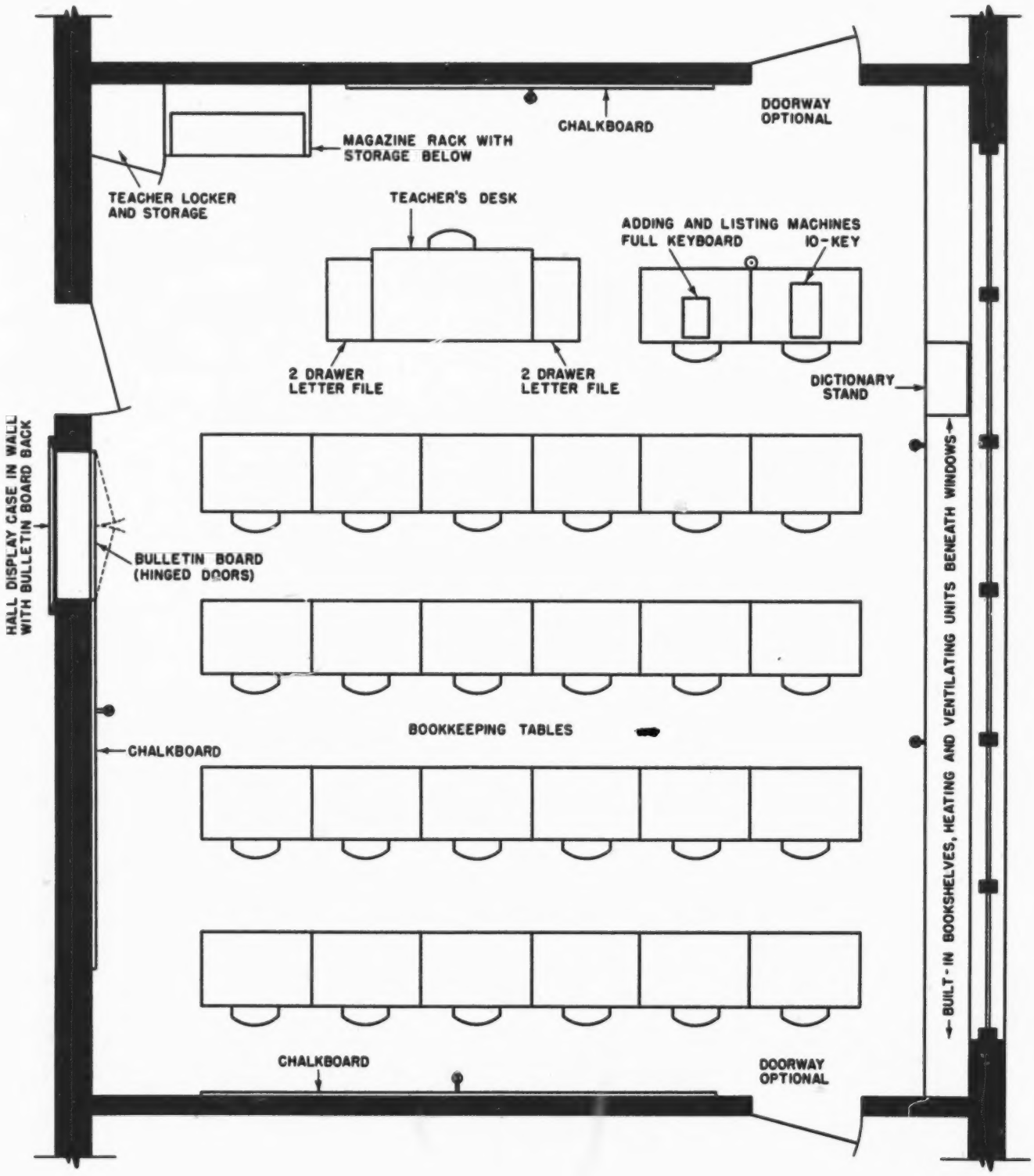
# DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY



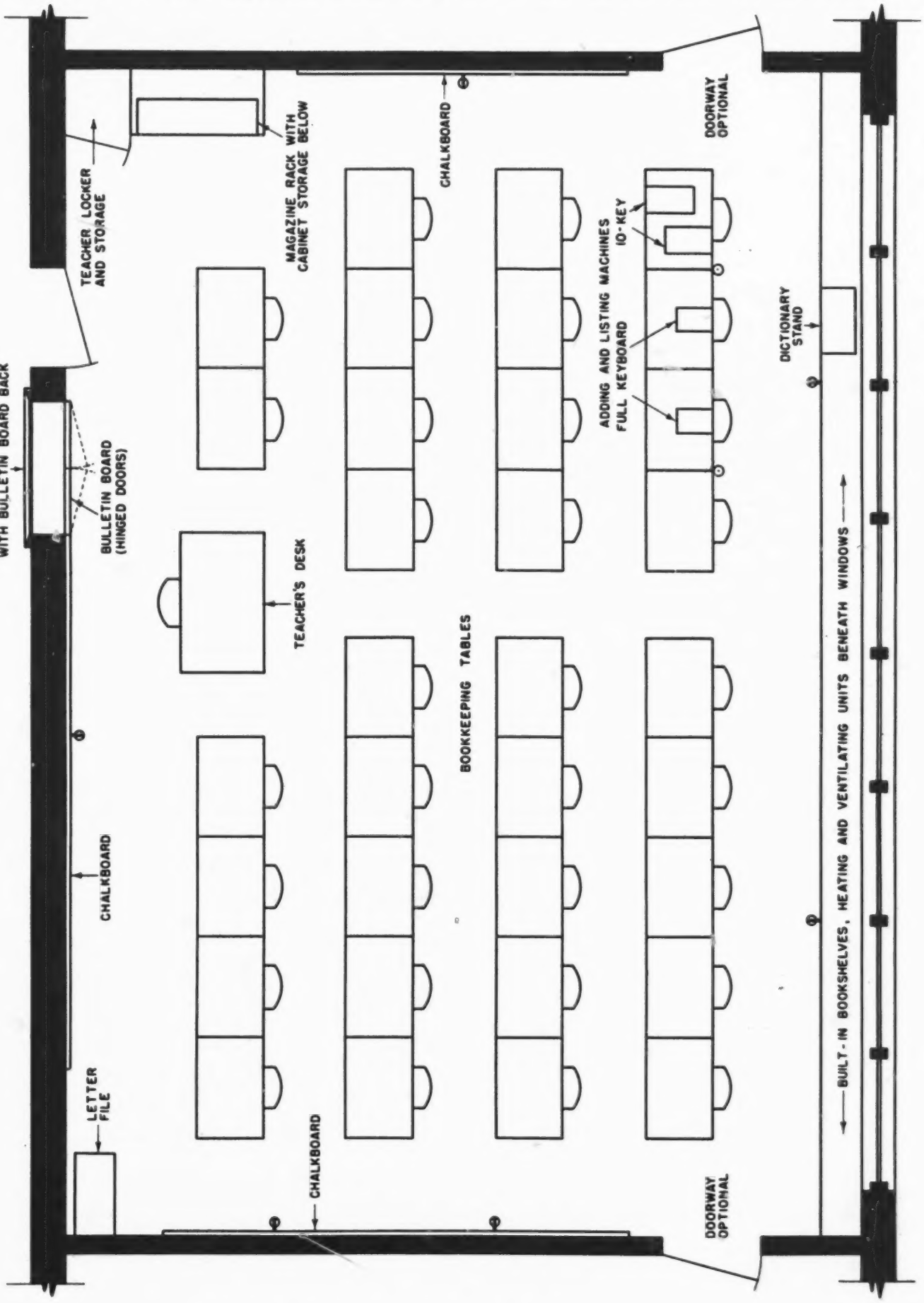
# DISTRIBUTIVE EDUCATION CLASSROOM LABORATORY



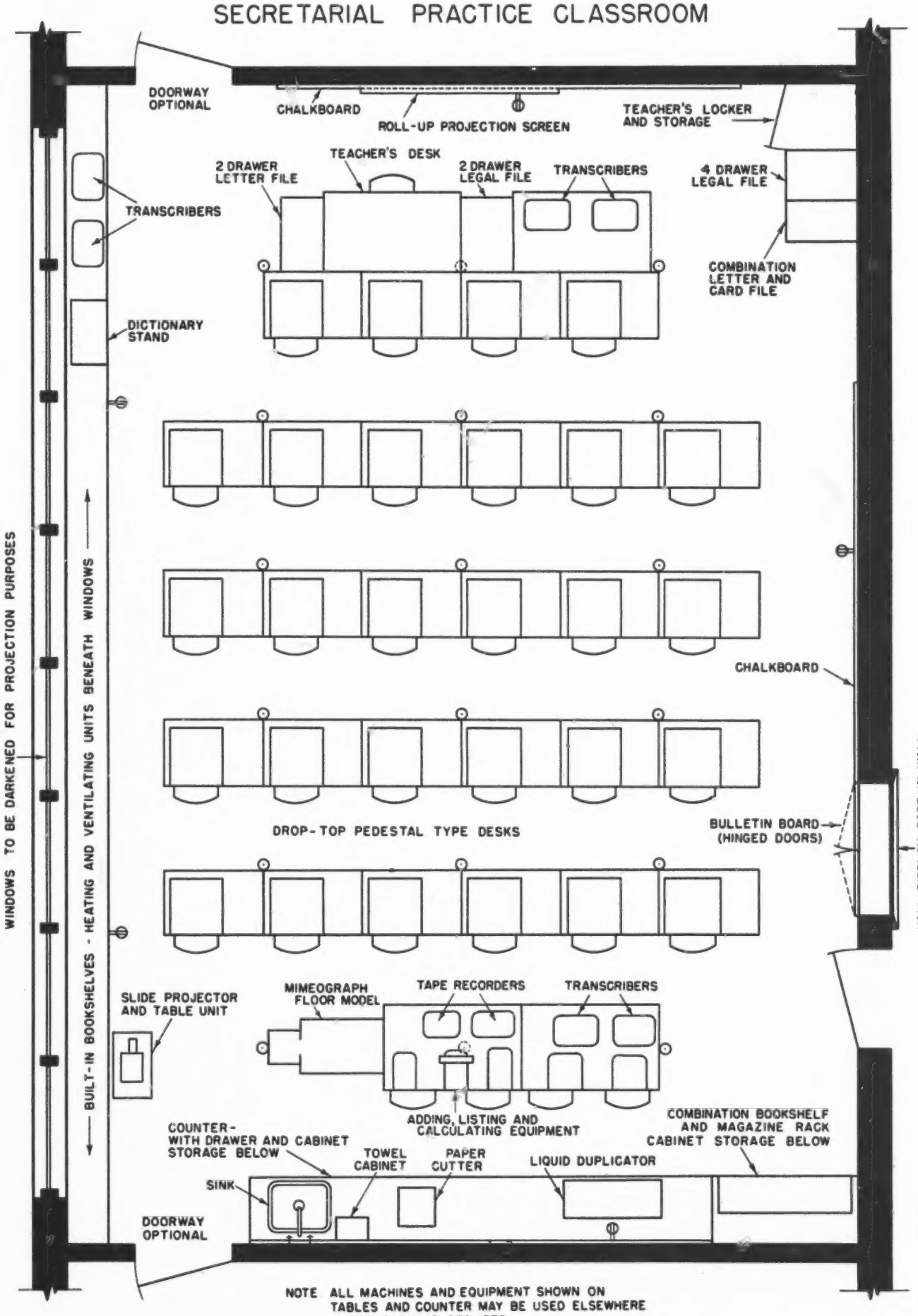
# COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOM



# COMBINATION BOOKKEEPING AND BUSINESS EDUCATION CLASSROOM



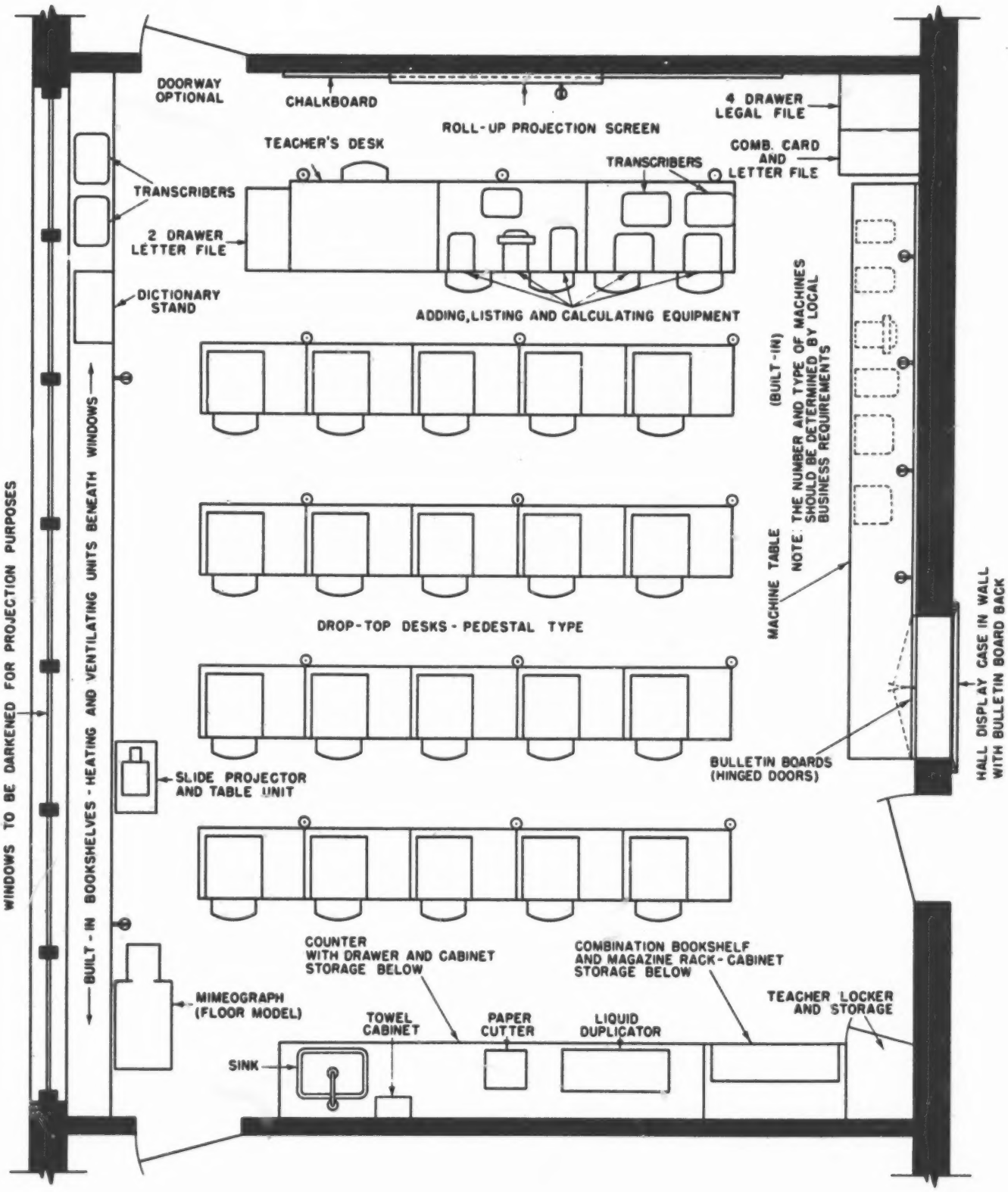
# SECRETARIAL PRACTICE CLASSROOM




NOTE ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED

MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS

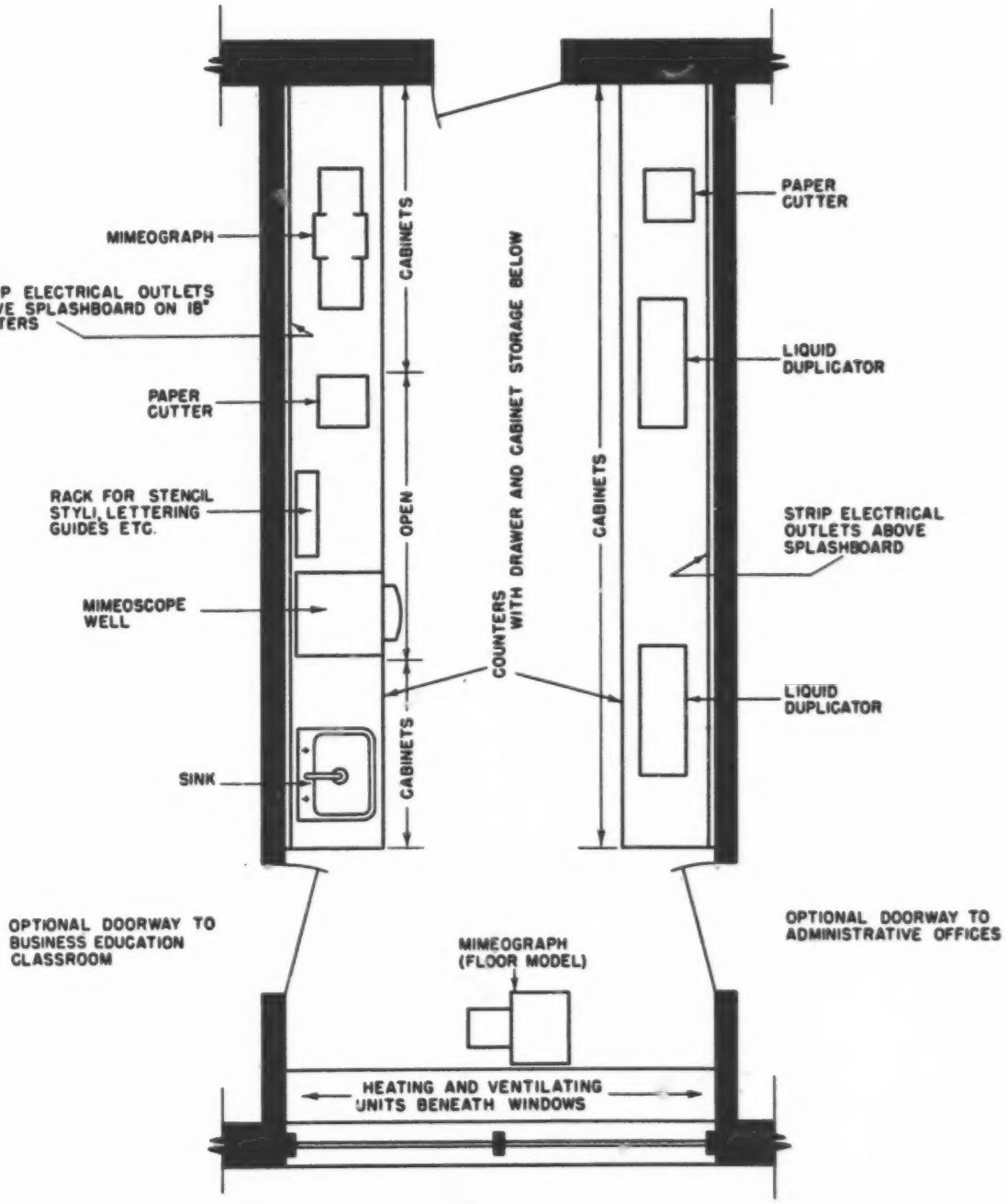
# OFFICE PRACTICE CLASSROOM


DOORWAY OPTIONAL
CHALKBOARD
ROLL-UP PROJECTION SCREEN
4 DRAWER LEGAL FILE
TEACHER'S DESK
TRANSCRIBERS
COMB. CARD AND LETTER FILE
TRANSCRIBERS
2 DRAWER LETTER FILE
DICTIONARY STAND
ADDING, LISTING AND CALCULATING EQUIPMENT
(BUILT-IN)
NOTE: THE NUMBER AND TYPE OF MACHINES SHOULD BE DETERMINED BY LOCAL BUSINESS REQUIREMENTS
MACHINE TABLE
DROP-TOP DESKS - PEDESTAL TYPE
HALL DISPLAY CASE IN WALL WITH BULLETIN BOARD BACK
BULLETIN BOARDS (HINGED DOORS)
SLIDE PROJECTOR AND TABLE UNIT
WINDOWS TO BE DARKENED FOR PROJECTION PURPOSES
BUILT-IN BOOKSHELVES - HEATING AND VENTILATING UNITS BENEATH WINDOWS
COUNTER WITH DRAWER AND CABINET STORAGE BELOW
COMBINATION BOOKSHELF AND MAGAZINE RACK - CABINET STORAGE BELOW
MIMEOGRAPH (FLOOR MODEL)
TOWEL CABINET
PAPER CUTTER
LIQUID DUPLICATOR
TEACHER LOCKER AND STORAGE
SINK

NOTE: ALL MACHINES AND EQUIPMENT SHOWN ON TABLES AND COUNTER MAY BE USED ELSEWHERE IN THE ROOM AS REQUIRED.

MOST TEACHERS PREFER TO ARRANGE EQUIPMENT IN FUNCTIONAL UNITS.

# AUXILIARY DUPLICATING ROOM



# BUSINESS DEPARTMENT OFFICE, SUPPLY AND STORAGE ROOM